

STATE VACANCY ANNOUNCEMENT

LOUISIANA MILITARY DEPARTMENT LOUISIANA NATIONAL GUARD

POSITION: Coordinator (Post Residential) #50317687

ANNOUNCEMENT NO. 041 -2016

SALARY: SS-415 / Minimum \$33,904 / Maximum \$71,344 Annual Salary

LOCATION: Youth Challenge Program (YCP-CM), Camp Minden, Minden, Louisiana

OPEN: 12 May 2016

CLOSE: 26 May 2016

NOTE: Louisiana Military Department State Vacancy Announcements and LANG-LMD-H Form 10 (State Application) are posted at <http://geauxguard.la.gov/join-us/state-technician-vacancies>

A THOROUGH BACKGROUND CHECK IS CONDUCTED PRIOR TO EMPLOYMENT

EMPLOYEES IN THE MILITARY DEPARTMENT UNCLASSIFIED SERVICE, PERMANENT OR TEMPORARY, ARE EMPLOYED "AT WILL" AND MAY BE SUBJECT TO TERMINATION OR EXPIRATION OF APPOINTMENT, WITH OR WITHOUT CAUSE.

1. **AREA OF CONSIDERATION:** (1) Active Louisiana National Guard Members; (2) Retired National Guard Members and Retired Military Members; (3) those eligible for Louisiana State Guard Membership

2. **QUALIFICATIONS:** (In addition to below, see application procedures).

a. **SPECIFIC:** Must have excellent oral and written communication skills. Knowledge of computers to include Windows and Office Programs. Must have the ability to work and communicate effectively with families and cadets. Must have strong organizational skills, be detailed oriented, a time manager and a supervisor/manager. Must be able to multi task. Must have excellent interviewing skills and be able to persuasively communicate career opportunities/information to the high school drop outs, families and mentors. Position requires working independently with general guidance to meet established deadlines and objectives; the ability to work and communicate effectively with co-workers, peers, superiors and subordinates; manage developmental relationships in assigned case loads. Must have knowledge of basic accounting procedures to oversee stipend account. BA/BS or higher academic degree from an accredited university is preferred; however, five years of experience as an accountant, direct marketing, human resource recruiter or case manager may be substituted for degree.

b. **GENERAL:** Must have a valid Driver's License, Social Security Card and Birth Certificate. Must qualify to obtain a Common Access Card (CAC) Card. Ability to work and communicate effectively with peers, superiors and subordinates. Travel may be required. Must be available to report to duty during emergency or disaster situations. Must complete SHARP Training and foster sexual harassment free environment. Complete all LMD training requirements annually.

c. **OTHER REQUIREMENTS:** The LA Military Department is a substance abuse and drug free workplace. In accordance with the Military Department Drug Testing Policy, all new employees are subject to mandatory drug testing. Thereafter, all employees are subject to random drug testing. Must meet physical

requirements to perform functions of the position. Ability to work and communicate effectively with agency personnel and the public.

3. **CONDITIONS OF EMPLOYMENT:** By submitting an application for employment with the Military Department, the applicant agrees to the following conditions of employment:

a. Salary is paid by Electronic Funds Transfer (EFT) / Direct Deposit Only. A checking or savings account is required for employment.

b. Applicants who are active members of the Louisiana National Guard or uniformed members of the Louisiana State Guard must wear the appropriate military uniform and meet prescribed military grooming standards.

4. **POSITION DESCRIPTION:** Designs and integrates mentoring for the program. Ensures adequate numbers of mentors are recruited, screened, trained, matched and monitored. Trains and supervises nine Case Managers. Monitors, coaches and provides special assistance as needed to ensure compliance with standards and program policies. Coordinates mentor activities with other elements of the program. Coordinates Advisory Committee activities that relate to mentoring. Ensure that program standards and policies are followed. Markets the program statewide. Ensures that Case Managers market the program throughout their regions. Evaluate mentoring by assuring that appropriate data is collected and analyzed. Other duties as assigned by the Program Director or Deputy Director. Completion of SHARP training and fosters sexual harassment free environment. Complete all LMD training required annually.

5. **APPLICATION PROCEDURES:** All Applicants must complete a LANG-LMD-H Form 10 (State Application) and attach a legible copy of their Official Birth Certificate, Driver's License and Social Security Card. Resumes are optional and will not be accepted unless they are submitted with the LANG-LMD-H Form 10 (State Application). **The LANG-LMD-H Form 10 (State Application) is located at <http://geauxguard.la.gov/wp-content/uploads/2015/10/LMD-H-Form-10-State-Application-1.pdf>** Application(s) must be submitted to the appropriate LMD Human Resources by the close date, no later than 4:00 p.m.

Ms. Wenda Harding

LMD-HR, 100 Louisiana Boulevard, Minden, La. 71055

E-mail: wenda.a.harding.nfg@mail.mil and/or theresa.j.walker2.nfg@mail.mil

Office: (318) 382-4277 / (318) 641-5393

Fax: (318) 382-4297