

STATE VACANCY ANNOUNCEMENT

LOUISIANA MILITARY DEPARTMENT LOUISIANA NATIONAL GUARD

POSITION: Specialist (JAG)

ANNOUNCEMENT NO. 045-2017

SALARY: SS-411 / Minimum \$1,005.00 bi-weekly / Maximum \$1,423 bi-weekly salary

LOCATION: YCP-GL, Youth Challenge Program, Gillis Long Center, Carville, Louisiana

OPEN: 17 March 2017

CLOSE: 23 March 2017

NOTE: Louisiana Military Department State Vacancy Announcements and LANG-LMD-H Form10 (State Application) are posted at <http://geauxguard.la.gov/join-us/state-technician-vacancies>

In accordance with R.S. 42:1701, if you are nominated for this position, you will be required to undergo a criminal background check prior to commencement of employment with the Louisiana Military Department.

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:** Louisiana Teaching Certificate or CTTIE. Knowledge of Microsoft Office (Word, Powerpoint, Excel, Access, Outlook, etc.). Must have the ability to communicate effectively, verbally and in writing. Experience with at-risk youth.

b. **GENERAL:** Must have a valid Driver's License, Social Security Card and Birth Certificate. Must qualify to obtain a Common Access Card (CAC). 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.

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. Must attend/complete all mandatory LMD training (Ethics, SHARP, Suicide Prevention, etc.) and fosters sexual harassment free environment.

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: It is the responsibility of the JAG Specialist to provide relevant and challenging classroom and work-based learning experiences for the required number of participants per the selected JAG model. The JAG Specialist should be committed to developing cadets' personal, leadership and employability skills to ensure graduation from the Youth Challenge Program and positive post-graduation outcomes. The outcomes are achieved through the attainment of the required number of core competencies, involvement in the Career Association, and the assistance of supporting mentor(s) who help overcome barriers of success. Understanding the importance of being a liable organization, the JAG Specialist is responsible for Cadet reporting. The ultimate outcome of the JAG Program is to place YCP graduates in quality jobs (after graduation) which lead to a career in their chosen field or to guide the graduate toward a post-secondary education that fits his/her career goal. After placement, the JAG specialist is responsible for no less than monthly contacts over the 12 month post-residential phase. The ideal JAG Specialist provides assistance to the non-graduate to complete YCP graduation requirements and/or completion of a high school equivalence diploma and provides graduates with employment, retention and advancement assistance during the 12 month post residential phase. Major Responsibilities: Establish a positive rapport and working relationship with the Youth Challenge Program faculty and staff. Working closely with the YCP selection committee to identify and select those cadets that need, want and can profit from participation in the JAG program. Determining eligibility using YCP requirements, JAG-State & national requirements and state/federal regulations that impact the program. Provide guidance, support, referral and tutorial services to ensure cadets stay in YCP and complete graduation requirements. Provide a comprehensive program of classroom, work-based and community-based activities designed to help cadets achieve the number of required JAG competencies in the required six clusters: Career Development, Job Survival, Basic Skills, Leadership, Self-Development and Personal Skills. Utilizing the National Career Association to motivate cadets' pride of membership, involvement and recognition; encouraging participation in chapter activities for the purpose of reinforcing the JAG competencies and achieving the desired program outcomes. Advising and assisting chapter leaders on conducting Career Association activities, including: Initiation and Installation Ceremony; Community-service activities; leadership development activities; social development activities, skills development activities; National Competitive Events program; and public relations activities. Implementing an Employer marketing and Job Development Plan to ensure all students are provided with work-based learning experiences during and after the YCP program and/or employment in an entry-level job that will lead a graduate toward his/her career goal. Conduct follow-up contacts with both graduates and employers on a systematic basis as prescribed in the JAG Specialist Handbook. Completing all required forms and documents required by JAG and YCP in a timely fashion and maintaining the cadets' reporting requirements. Manage time effectively and prioritize work to meet required timelines. Coordinate classroom, Career Association and program activities as assigned and assume accountability for the following JAG cadets' performance outcomes: graduation rate, positive outcome rate, aggregate employment rate, full-time jobs rate and full-time placement rate. Participate in staff development workshops as provided by Jobs for America's Graduates and the Youth Challenge Program. Participate in JAG's National Training Seminar, held in July of each year. Assist cadets with Financial Planning for continuing education. Use varied techniques to effectively train cadets in employability skills. Develop and maintain accurate records of activities. Establish rapport, motivate and enhance the self-esteem of cadets. Work as a member of a team. Schedule, organize and prioritize work assignments to ensure timely and cost effective execution. Demonstrate a sincere interest in working with cadets. Create a positive environment in which cadets are considered to be the customers of the JAG program. Accept ultimate responsibility and accountability for the implementation of the JAG Model. Must attend/complete all mandatory LMD Training (Ethics, SHARP, Suicide Prevention, etc.) and foster a sexual harassment free environment. Perform other duties as assigned.

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/2016/10/LMD-H-Form-10-State-Application-pdf-10-25-2016NEW.pdf>.** Application(s) must be submitted to the appropriate LMD Human Resources by the close date, no later than 4:00 p.m.

Ms. Cedina Whicker
LMD-HR, 5445 Point Clair Road, Carville, La.
E-mail: cedina.s.whicker.nfg@mail.mil
Office: (225) 319-4766 / (225) 319-4692
Fax: (225) 319-4772