

STATE VACANCY ANNOUNCEMENT

LOUISIANA MILITARY DEPARTMENT LOUISIANA NATIONAL GUARD

POSITION: Manager (Case) #50318963

ANNOUNCEMENT NO. 060-2017

SALARY: SS-411 / Minimum 25,854 / Maximum 54,434 annually

LOCATION: Youth Challenge Program, Gillis W. Long Center (YCP-GL), Carville, Louisiana

OPEN: 13 April 2017

CLOSE: 26 April 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: *Required*** - Must possess excellent communication skills both written and oral. Knowledge of computers to include all applications of Microsoft Office. Requires working independently with general guidance and the ability to work and communicate effectively with co-workers, peers, superiors and subordinates. ***Preferred*** - College Degree, experience working with young adults in the field of education or social work.

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: Supports, coaches and provides special assistance to mentors in their relationships with cadets. Monitors mentors and cadets to ensure that each is fulfilling program obligations and policies. Collects and enters data necessary for record keeping and evaluation of mentoring as directed by the Post Residential Supervisor. Assists in job searches and educational placement needs. Assists with the development of the Post Residential Action Plan and follow up on the progress during the Post Residential. Ensures that information reported is organized and timely. Responsible for maintaining confidentiality of all information. Responds to all calls and requests made by Cadets and Mentors during Post Residential Phase. Provides monthly statistics of Cadets' placement, progress, Mentor contacts and stipend eligibility. Approves/deny Post Residential Stipend depending on Cadet activity. Ensures all placements are verified. Chaperones and support Cadet activities including field trips, community service, in-processing and graduation. Attends required job training, workshops and job enhancement classes. Assists other staff with Cadet placement information. Assists with Mentor screening and training. Creates and maintains a positive relationship with each assigned Mentor in order to promote Cadet success. Trains Cadets on the value and importance of a Mentor via classroom training. Contacts Mentors monthly (during Post Residential) to verify Cadet activity. Communicates the Mentor's requirements and expectations during Post Residential Phase. 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.

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