

STATE VACANCY ANNOUNCEMENT

LOUISIANA MILITARY DEPARTMENT LOUISIANA NATIONAL GUARD

POSITION: Manager (Case) #50336817

ANNOUNCEMENT NO. 074-2017

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

LOCATION: Youth Challenge Program, Camp Beauregard (YCP-CB), Pineville, Louisiana

OPEN: 16 May 2017

CLOSE: 30 May 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:** Bachelor's Degree preferred. Must possess excellent written and verbal communication skills. Must have the ability to handle stress and pressure. Must have the ability to build rapport among staff and clients. Must have knowledge of community health services and social services support agencies and networks. 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.

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: Monitor and track cadet progress during the 12 month Post Residential Phase to ensure that each Cadet is fulfilling program requirements and policies. Support, coach and provide special assistance to mentors and cadets during Post Residential phase. Assist in job searches and educational placement needs. Assist with the development of the Post Residential Action Plan. Collect and enter data necessary for record keeping. Ensure that information reported is timely and organized. Responsible for maintaining confidentiality of information. Provide monthly statistics of cadet's placement, progress, mentor contacts and stipend eligibility. Chaperone and support cadet activities including field trips, community service, in-processing and graduation. Attend required job training, workshops and job enhancement classes. Assist other staff with Cadet placement information. Make administrative/procedural decisions and judgments. Coordinate with various service providers to ensure the fulfillment of what YCP cadet's need. Be well versed with various parameters with policies dealing State employment. 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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