

STATE VACANCY ANNOUNCEMENT

LOUISIANA MILITARY DEPARTMENT LOUISIANA NATIONAL GUARD

POSITION: Administrative Technician #220300

ANNOUNCEMENT NO. 054-2017

SALARY: AS-604 / Minimum \$15,059 / Maximum \$31,658 annual salary

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

OPEN: 4 April 2017

CLOSE: 18 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:** Knowledge of Microsoft Office (Word, Powerpoint, Excel, Access, Outlook, etc.). Must have pleasant telephone manner and the ability to work well with "at-risk" adolescents. Must be able to communicate with staff, parents and vendors effectively. Must be able to work variable hours as needed.

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:** Performs as Secretary/Administrative Assistant to the Dispensary RN and Staff nurses. Answers telephones, Directs in-coming calls and record messages for further action. Perform clerical duties in support of operation to include payroll. Prepare charts and exam rooms for incoming cycle of approximately 350 candidates. Participate in collecting information and assisting RN/Staff Nurses on In-processing Day. Participate with RN and Staff Nurses during Drug Testing. Prepare calendar for on-call nurse schedule, vehicle log and building safety report. Monitor cadets in Medical Department waiting to be assessed by the nurse. Input each cadet's personal data into LINKS as required by Vaccines for Children (VCF). Schedule appointments for cadets to see a medical doctor, dentist or radiology at St. Elizabeth as needed. Create charts in excel to track Sick Call, medical or hospital visits throughout each 5 month cycle. Keep medical information regarding cadets' confidential. Type up Medication Administration Records (MARS) for each cadet's meds monthly. Monitor and maintain Medicaid and medical insurance billing. Organize medical charts for doctor visits to YCP contracted physicians. Prepare order for vaccines, TB skin test and supplies for Urine Drug Test. Participate in annual audit by Vaccines for Children Program. Enter data into LINKS for specific vaccines given to individual cadets. Assist with inventory control of purchases of medical supplies and keep the supply room orderly. Receive supplies from building 10 as they arrive. Coordinate all 101 for purchases. Reconcile La Carte credit card as necessary monthly. 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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