

STATE VACANCY ANNOUNCEMENT

LOUISIANA MILITARY DEPARTMENT LOUISIANA NATIONAL GUARD

POSITION: Manager (Case) #50365721

ANNOUNCEMENT NO. 163-2018

SALARY: SS-411 / Minimum \$29,640 / Maximum \$57,179 annually

LOCATION: LA Military Dept., Youth Challenge Program (YCP-CB), Camp Beauregard, Pineville, La.

OPEN: 16 October 2018

CLOSE: 30 October 2018

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 have the ability to handle stress and pressure. Must have the ability to build rapport among staff and clients. Be well versed with various parameters with State employment policies. Must have the ability to work independently with general guidance. Requires basic computer skills and general knowledge of office equipment.

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. Travel may be required. Must be available to report to duty during emergency or disaster situations. Must have the ability to work and communicate effectively with agency personnel, peers, superiors, subordinates and the public.

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. Must attend/complete all LMD annual training and other training required for the position. Must adhere to the Code of Ethics and foster a 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 and follow up on the progress during Post Residential. Collect and enter data necessary for record keeping and evaluation of mentoring as directed. Ensure that information reported is timely and organized. Assist with Mentor screening and training. Responsible for maintaining confidentiality of information. Respond to all calls and requests made by Cadets and Mentors during the Post Residential Phase. 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 weekly Quad Meetings; Cadet of the Week and Promotions; 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 fulfillment of Cadets needs. Train Cadets on the value and importance of a Mentor via classroom training. Contact Mentors monthly (during Post Residential) in order to verify Cadet activity. Communicate the Mentor's requirements and expectations during Post Residential Phase. Create and maintain a positive relationship with each assigned Mentor in order to promote Cadet success. 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. Wenda Woolf / Ms. Christina Grimmert
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