

STATE VACANCY ANNOUNCEMENT

LOUISIANA MILITARY DEPARTMENT LOUISIANA NATIONAL GUARD

POSITION: Counselor #183522

ANNOUNCEMENT NO. 165-2018

SALARY: SS-415 / Minimum \$40,768 / Maximum \$80,267 annually

LOCATION: LA Military Department, Youth Challenge Program (YCP-GL), Gillis W. Long, Carville, 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: *Required*** - Master's Degree in School or Agency/Counseling, Social Work or Counseling Psychology. Must furnish college transcripts for both Bachelor's and Master's degree with application. Individual/group counseling experience. Must have excellent oral and written communication skills. Must be available for limited "on call" duty, evenings and weekends. ***Preferred*** - Experience with adolescents in agency or school counseling; individual/group counseling experience; teaching experience would be helpful.

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:** Provide mental health and career counseling to candidates/cadets during the residential phase of the program. Participate in interviews and selection process of applicants. Participate in the in-processing of candidates on the first day of the program (sign-in, bag check, paperwork, medical files, etc.). Prepare a special needs list for all department heads. Counsel an average of five Cadets, five days a week. Keep complete records on each Cadet in their assigned teams. Facilitate two, seven week focus groups (Anger Management, Substance Abuse, Grief, Female Issues). Teach Guidance Classes (Conflict Resolution, Stress Management, Goal Setting, Career Exploration, Career Planning). Assist in the development of the Cadets Post Residential Action Plan (PRAP). Participate in Quad Meetings throughout the cycle with the Cadets Teacher, Cadre and Case Manager. Refer Cadets to the program's contracted medical psychologist and write thorough psychosocial reports. Once Counselor will be on-call at all times for after hours and weekend emergencies. Assist in the planning, organization and implementation of all counseling department activities, such as the following: Natural Helper Training and Meetings, ACT Testing, COMPASS Testing, Career Fair, Graduation Dance, etc. Coordinate passes for the Cadets (Medical, Funeral, etc.). Coordinate the out-processing of Cadets who have been dropped from the program. Attend both Family Days to meet and greet parents and to address any issues that may arise throughout the day. Attend weekly department staff meetings. Attend professional workshops and seminars. All licensed/registered Social Workers and Counselors are required to receive a set amount of CEUs annually. Attend graduation and handout graduation packets to the Cadets. Keep the Lead Counselor abreast of pertinent issues/situations involving Cadets, Cadets' Family or staff. Responsible for communications with parents regarding disciplinary issues, Barracks issues and other issues as they arise. Responsible for requesting leave and turning in compensatory time sheets in a timely manner. Report any accidents to Lead Counselor. 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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