

STATE VACANCY ANNOUNCEMENT

LOUISIANA MILITARY DEPARTMENT LOUISIANA NATIONAL GUARD

POSITION: Nurse (LPN) - *Part-Time #50483719

ANNOUNCEMENT NO. 015-2020

SALARY: MS-511 / Minimum \$14.59 / Maximum \$27.48 hourly

LOCATION: LA Military Department, Youth Challenge Program (YCP-CM), Camp Minden, Minden, La.

OPEN: 23 January 2020

CLOSE: 30 January 2020

**Part Time Employment is employment of no more than 20 hours per week, paid hourly, accrue sick and annual leave at reduced rate, but receive no other benefits (i.e. insurance or retirement). No Overtime allowed.*

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:** Current Licensed Practical Nurse in the State of Louisiana. CPR and ARD Certified. Ability to communicate with other employees, Medical Director and outside Providers. Flexibility to work various hours including nights, weekends, etc. Willingness to take Call as scheduled. Completion of training as directed by the Executive Level and/or LMD. Ability to work well with "At Risk" youth.

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. The successful applicant will be required to join the Louisiana State Guard as a condition of employment. Service in the Louisiana State Guard does not require the applicant to perform military training, periodic inactive duty (monthly drills), nor does it require deployment outside of the State of Louisiana. The applicant can expect that service in the Louisiana State Guard to be substantially the same as normal State Government working conditions.

4. POSITION DESCRIPTION: Provide medical care to cadets enrolled in the YCP Program under the supervision of a registered nurse and following orders and guidelines of the Medical Doctor. Duties include but are not limited to: Treat medical emergencies appropriately as needed for both male and female cadets. Conduct daily sick call and determine treatment plans within time constraints. Maintain medical records, order, pack and dispense medications accurately. Communicate with parents and pharmacy as needed to ensure medication is available to the cadet. Provide transportation and assistance to ER and medical/dental appointments as necessary. Administer vaccines and enter data into the LINKS system in a timely manner. Ability to provide in-service training to cadets/staff on request as necessary. Perform maintenance duties of the dispensary as needed to maintain a clean and neat environment and restock supplies as necessary. Complete all appropriate documentation in a timely manner. Maintain an open line of communication with other departments while following the chain of command. Participate in at least one community service and one Family Day event per cycle. Be flexible and able to adapt to new situations while being responsible, self-motivated and able to work independently without direct supervision. Required to work alternating weekends as necessary and participate in the weekend call rotation. Be flexible in working overtime when necessary at least three times during the cycle. Monitor the vaccines refrigerator to maintain a controlled temperature and take appropriate action if needed. Be familiar with PPE equipment, where it is located and when and how to use it properly. Performs other duties as assigned. Hazards of the position include possible exposure to contagious diseases, possible contact with blood or body fluids and/or contaminated equipment. 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.

Mrs. Kandice Miller

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