

STATE VACANCY ANNOUNCEMENT

LOUISIANA MILITARY DEPARTMENT LOUISIANA NATIONAL GUARD

POSITION: Lead Assistant (Soldier & Family Support) - 1 Position

ANNOUNCEMENT NO. 106-2020

SALARY: MA-618 / Minimum \$48,526 / Maximum \$95,493 annually

LOCATION: LA Military Department, Joint Force Headquarters (JFHQs), Louisiana

OPEN: 17 July 2020

CLOSE: 30 July 2020

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 Programs (Word, Excel, Power Point, Outlook, etc.) and ADOBE PRO. Ability to communicate clearly verbally and in writing. Skilled in preparing spreadsheets and maintaining internal databases. Experience working with structures/functions of the Louisiana National Guard. May require access to classified information. Must be able to obtain/maintain the appropriate security clearance. Must have, at a minimum, a completed National Agency Check (NAC) prior to position assignment. Irregular and overtime hours may be required to support operational requirements or contingencies. May be required to travel in military and/or commercial aircraft to perform temp duty assignments. May be required to drive a motor vehicle.

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:** Report directly to State Family Programs Director. Regular and reoccurring responsible to Lead Specialist Admin & Clerical Staff in the performance of the mission assigned to LA National Guard Family Assistance Center. Provide services to service and family members of military personnel regardless of service or component (Army, Marines, Air Force, etc.). Organization is geographically dispersed over a significant area. Responsibilities are aligned at all levels of contingency and mobilization with operations throughout the State. Responsible for successful leadership and execution of Survivor Outreach Services, Soldier Support Services, Employment Transition, Resilience, Risk, Reduction & Suicide Prevention, Yellow Ribbon Program, Family Assistance Outreach and Family Readiness Program. Serve the organization as hands on trainer, complete team lead tasks, produce work products and ensure organizational element meets objectives. Assist team through knowledge and application of training plans, team building skills, act as facilitator and develop documented resolutions to difficult situation. Ensure the standard execution of programs and process through the integration of work products, processes and other deliverables. Distribute/balance

workload, monitor and ensure timely completion of work, obtain assistance from supervisor to resolve unexpected/unique issues, manage expectations and provide timelines for work completion, develop written instruction as to standardize work efforts, provide on the job training, review completed work for efficiency and effectiveness, amend or reject work not achieving high level of efficiency, address facility management needs, resolve simple/informal complaints. Refer complex issues to supervisor, provide feedback on performance, progress and training needs of employees as well as performance and behavioral issues, contribute input concerning personnel actions, and act as a good steward of established processes and programs to promote effective outcomes. Act as conduit between supervisor and staff to resolve issues. Responsible for outcomes and results of the mission. Plan/execute/document inspection site visits to ensure policy and execution are aligned. Validate and document best business practices, identify deficiencies, recommend corrective action and follow up to ensure implementation and improvement of functions and services. Responsible to approve emergency or short periods of time off. Responsible for the implementation of work/life services and activities. Research, analyze, develop, implement, coordinate and evaluate the human service delivery system to ensure family program elements and support services are established and provided to military/family members, including family of deployed military personnel, encompassing all service components. Provide strategic planning, inter-service coordination and liaison with key officials, higher headquarters, other military services, State and Federal government and non-government (profit and non-profit) agencies and organizations. Direct/analyze/evaluate programs and initiatives to ensure cost effectiveness and maximum operating gains. Evaluate command well-being policies and procedures governing programs and make recommendations to increase capabilities and efficiency and develop solutions to unique situations. Research/review/monitor/analyze systemic factors related to well-being program effectiveness such as facilities, command support, personnel and resource availability. Facilitate the development of policies, programs and procedures at the State level that are people-focused, functional and preventative in nature. Provide assistance in development of policy, implement program policy on assigned programs. Interpret and adapt guidance, regulations, policies and laws from higher headquarters and a wide variety of outside sources, tailoring guidance to specific and unique needs of the diverse units. Identify/plan/direct family readiness, mobilization and deployment priorities based on mission requirements and unit OPTEMPO. Provide/consult/coordinate pre-deployment preparation to include financial readiness, medical, legal and family care plan awareness, Family Readiness Groups (FRGs) and other benefits and entitlements. Ensure family assistance and support is provided throughout the deployment process, provide reunion and reintegration programs/services. Oversee budget formulation, forecast, procure and execute funds for the full scope of the family services program. Provide guidance on locally generated funds and corporate sponsorship. Provide guidance and advisory services to Family Assistance Centers (FACs) during all levels of contingency and mobilization for military families. Provide education, prevention, support networks, direct services and coordination with local, county, state and national agencies and organizations to support special populations (e.g. geographically and socially separated, special needs, extended and high risk families). Coordinate and provide information, referral and follow-up for prevention/intervention in cases of family violence, mental illness, suicide, substance abuse, tragedy, etc. Plan/organize/oversee all aspects of volunteer management to include recruiting, training, retaining and recognizing volunteers. Responsible for the direction, organizing, marketing, implementing and monitoring of the Guard Family Action Plan and Guard Family Team Building including the tracking of volunteer hours and other data for trend analysis and recognition purposes. Establish/develop/oversee the implementation of a comprehensive information, referral and follow-up service in response to family needs. Maximize utilization of local community, state, regional and national resources and networks to provide a safety net for families. Establish and provide the full spectrum of well-being and life skills education/training resources. Areas of focus include communication skills, conflict resolution, yellow ribbon, anger management, parenting, health & family safety, stress & time management, disaster preparedness, employment & career planning and other pertinent topics. Research/analyze/develop/market/execute/oversee all stages of Guard family youth development program that identifies and addresses issues and concerns of youth related to Guard life; citizenship, character and leadership development; life skills; the arts; sports, fitness, leisure and recreation; health and safety awareness; education and career development; mentoring, intervention, support services and other programs & activities that enhance Guard family youth readiness and well-being. Secure appropriate staffing and funding. Coordinate with youth related organizations and agencies throughout the local, state and national community. Serve as the organization's representative on family issues. Provide consultation and advice for Commanders and Guard leadership to ensure compliance with statutory and regulatory guidelines to maximize program effectiveness. Establish and provide liaison with military and community organizations, especially Employer Support of the Guard Reserve (ESGR), to ensure positive ongoing relationships with non-governmental organizations for the benefit of military families. Conference coordination for training events. Serve as Project Officer for the planning, coordination and conduct of conferences hosted by State level officials to educate, inform and communicate concerns specific to well-being of families and military members. Analyze issues, provide logical recommendations to leadership on systemic solutions or ensure that the appropriate organizational element is identified to facilitate improvement or resolution. Utilize local community contacts and partnerships, implement or mobilize military related programs to improve or facilitate problem resolution. Research/review/analyze and make recommendations to the Supervisor, leadership and representative to impact positive culture change and improvement across the continuum. 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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