

STATE VACANCY ANNOUNCEMENT

LOUISIANA MILITARY DEPARTMENT LOUISIANA NATIONAL GUARD

POSITION: Trainer (Program Coordinator) #50561974

ANNOUNCEMENT NO. 107-2021

SALARY: ME-413 / Minimum \$35,610 / Maximum \$70,117 annually

LOCATION: LA Military Dept., Job Challenge Program (JCP), Gillis W. Long Center, Carville, La.

OPEN: 14 April 2021

CLOSE: 28 April 2021

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:** Working knowledge of Windows and Microsoft Office (Word, PowerPoint, Excel, Access, Outlook, etc.). Must be available for some overnight travel. Must be able to organize, coordinate and supervise all Student activities, to include on-post and off-post activities and community service with an understanding of the unique properties of each, as well as the overall goals of the Job Challenge Program. Tact, patience and organizational skills are a must.

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: Primary advisor to the Executive Level pertaining to program training and safety. Responsible for ensuring that all Job Challenge Program staff are compliant with the training requirements set forth by the State of Louisiana, LMD, NGB and any federally mandated training. Responsible for coordinating, tracking and or conducting all training within the Job Challenge Program and maintaining completion records. Conduct new employee training IAW the Job Challenge Program new employee training MOI and periodic refresher training on at least the following subjects: Sexual Harassment/Sexual Assault, Violence in the Workplace, Conflict resolution or non-violent crisis intervention (CPI), Gang Awareness, Confidentiality Training. Basic Course, Hands off Policy and Vulgar Language Policy. Conduct quarterly safety training with all employees of the Job Challenge Program. Develop and update the Job Challenge Program-GL Training SOP. Maintain all training and folders for all employees of Job Challenge. Provide training status updates to the Director and/or Deputy Director weekly. Participate in all required training certification courses. Coordinate all training locations and publish training schedules as necessary. Oversee, manage and implement the Program's Safety Policy, Driver's Safety Program, workplace injury reports, OSHA compliance, and the completion and management of program risk assessments. Maintain and coordinate all Risk Management Worksheets pertaining to Staff and trainee Activity and participate in installation tenant and training meetings and post safety meetings. Coordinate all periodic JCP fire extinguisher and building inspections with the Gillis Long Facility Maintenance Officer, Operations Officer or other designated representative. Ensure that program standards and policies are followed. 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. Christine Zeller
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