

STATE VACANCY ANNOUNCEMENT

LOUISIANA MILITARY DEPARTMENT LOUISIANA NATIONAL GUARD

POSITION: Placement Coordinator #50577367

ANNOUNCEMENT NO. 150-2021

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

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

OPEN: 4 June 2021

CLOSE: 18 June 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:** Bachelor's Degree preferred. Must have excellent oral and written communication skills. Requires working independently with general guidance and the ability to work and communicate effectively with co-workers, peers, superiors and subordinates. Requires basic computer skills and general knowledge of office equipment. Must have the ability to handle stress and pressure. Must have the ability to build rapport among staff and clients. Must be well versed with various parameters with State Employment Policies.

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: Monitor and track Trainee progress 12 month post-graduation from JCP to ensure that each Trainee is fulfilling program requirements and policies. Support, coach and provide special assistance to Trainees during the Residential Phase and Post-Graduation. Assist in job searches and educational placement needs. Assist with the development of the career goals for the Trainees while in the Residential Program to ensure successful job placement. Collect and enter data necessary for record keeping and evaluation as directed. Ensure that information reported is timely and organized. Responsible for maintaining confidentiality of information. Respond to all calls and request made by Trainees and Parents Post-Graduation. Provide monthly statistics of trainee placement. Chaperone and support Trainee activities including field trips, community service, in-processing and graduation. Attend weekly Meetings; Trainee of the Week and Promotions; required job training; workshops and job enhancement classes. Assist other staff with Trainee placement information. Make administrative/procedural decisions and judgments. Coordinate with various service providers to ensure fulfillment of Trainee needs. Train Trainees on the value and importance of reporting post-graduation. Contact trainee's employment/school monthly in order to verify trainee Activity. Complete and update work force development binders for each student to ensure job availability. 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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