

STATE VACANCY ANNOUNCEMENT

LOUISIANA MILITARY DEPARTMENT LOUISIANA NATIONAL GUARD

POSITION: Post Residential Coordinator #50317687

ANNOUNCEMENT NO. 154-2022

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

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

OPEN: 16 June 2022

CLOSE: 30 June 2022

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 YCP Mentor and Post Residential guidelines. Must have the ability to communicate professionally with YCP personnel, CMTS personnel, parents, families and cadets. Knowledge of basic accounting procedures to oversee stipend account. Must have excellent oral and written communication skills. Knowledge of computers to include Windows and Office Programs. Must have strong organizational skills, be detailed oriented, a time manager and a supervisor/manager. Must be able to multi task. Must have excellent interviewing skills and be able to persuasively communicate career opportunities/information to the high school drop outs, families and mentors.

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:** Communicate with parents, outside professionals and the public as needed to coordinate employment and college. Maintain open communication with the Director, Deputy Director and other department Leads to address and resolve any issues that arise, both cadet and staff-related. Attend weekly staff meetings with other Leads, the Director and Deputy Director to discuss and implement any new policies/procedures and coordinate activities to ensure smooth operation of the facility. Plan and schedule all required case worker teaching for each new cycle. Verify completed mentor applications and ensure that all mentors have met program qualifications. Verify and request stipend disbursements for Youth Challenge graduates. Track and gather statistical data for Youth Challenge graduates. Analyzes problems in the Post Residential Department and recommends solutions. Provide daily supervision and guidance for all Post Residential Department staff members to ensure services provided meet or exceed YCP Standard Operating Procedures. 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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