

## STATE VACANCY ANNOUNCEMENT

### LOUISIANA MILITARY DEPARTMENT LOUISIANA NATIONAL GUARD

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

**ANNOUNCEMENT NO.** 234-2022

**SALARY:** MM-516 / Minimum \$20.87 / Maximum \$39.38 hourly

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

**OPEN:** 31 August 2022

**CLOSE:** Open Until Filled

*\*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, holidays and during emergencies and/or disaster situations. 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:** Serves as a medical care staff person for approximately 200 "At Risk" adolescents. Responsible for conducting physicals, sick calls, medicine distribution, drug testing of Cadets, and pregnancy tests of female Cadets. Responsible for receiving, accurately counting, logging in, packaging and filling all medicines on Day Zero. Accurate distribution of the right medicines to the right Cadets at the right time. Maintain and update Medical Administration Records and Control Substance Count Records. Coordinate with Sterling Pharmacy and Medical Director to ensure timely refills of medications. Secure all medication areas when not in use. Responsible for Sick Call as assigned using the Standing Orders to triage, assess and treat Cadets. Refer Cadets to Medical Director as needed. Assist Medical Director with care during clinic hours. Communicate problems with Medical Director, legal guardians and staff as needed. Maintain accurate Medical Records of Sick Call assessments, treatments and Medical Director's orders. Promptly review and complete Medical Director's orders. Maintain adequate communication with other LPN's and your RN about treatments, orders and profiles from Sick Call and Medical Director visits. Administer TB Skin tests, Meningitis, TDAP and Influenza vaccines to Cadets as needed. Prepare and preside over collection of Urine Drug Screens for all Cadets and promptly report results to Director and Deputy Director. Counsel Cadets as needed for problems pertaining to injury or illness. Establish and maintain communication with all personnel to expedite Cadet movement on a daily basis. Coordinate and maintain inventory of supplies and equipment for Dispensary. Accompany Cadets to the ER and MD visits as indicated by their condition. Prepare for In-Processing Day by setting up Exam Rooms with the proper equipment and staff to obtain vital signs, height, weight, lice checks, physical exams, TB skin tests and pregnancy tests for approximately 300 Cadets. Plan and coordinate four Med Calls and one Sick Call each week day. 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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