STATE VACANCY ANNOUNCEMENT
LOUISIANA MILITARY DEPARTMENT
LOUISIANA NATIONAL GUARD

POSITION: Program Instructor (Medical) - *Part-Time

ANNOUNCEMENT NO. 243-2022

SALARY: MM-517 / Minimum $22.33 / Maximum $42.14 hourly

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

OPEN: 8 September 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 License as a Registered Nurse in the State of Louisiana. Must have appropriate experience to qualify as program manager and coordinator for medical training programs. Must be proficient in Microsoft Office. Work variable hours and take calls as needed. Must be able to communicate effectively with peers, superiors and subordinates. Must have the ability to work 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 the primary Instructor for the JCP Certified Phlebotomy Technician Program (CPT). Responsible for providing classroom and lab instruction to prepare students for employment in the healthcare profession and for the attainment of a Phlebotomy Technician Certification. Serves as the CPT Program Coordinator and ensures compliance with appropriate accreditation agencies. Responsible for the continuing certification and accreditation of the Phlebotomy Technician Program and CPR training. Develops a curriculum that includes CPT program required coursework, CPR training and OSHA 10 Healthcare training. Provides instruction for JCP CPT classes conducted at the on-site JCP education facility. Develops assessments that track effectiveness of teaching and learning. Ensures the curriculum is engaging and meets the learning needs of a multitude of learning styles. Modifies instruction and accommodates learning barriers for trainees with deficits. Provides instruction for and oversees the general operation of Phlebotomy Technician Program. Creates and provides a class syllabus to the Lead Instructor outlining the key learning objectives, coursework, grading policies, expectations and a timeline for the course. Will be onsite a minimum of 20 hours per week. Holds an orientation class for CPT trainees to deliver the syllabus and complete all processing of documentation and information needed prior to the first day of class. Provides study materials/assignments for trainees to complete outside of scheduled class times. Notifies the Lead Instructor of coursework assigned and communicates completion. Develop and maintain a partnership with local healthcare facilities to allow trainees to complete the clinical portion of the course. Responsible for the scheduling of clinic hours with the partnered facilities and for coordination of scheduling and transportation with all JCP staff departments related to trainee daily activity. Creates a class, lab and clinic schedule that meets the needs of the trainees and the CPT program requirements. Notifies the Lead Instructor of any changes to that schedule in a timely manner and schedules times to replace missed course hours. Maintains and reports records of trainee attendance, performance, grades, and testing to the Lead Instructor. Provides ongoing status briefs to the Lead Instructor regarding classroom operations and trainee performance. Works with the Lead Instructor and Deputy Director to obtain necessary materials and resources. Prepare for each approaching program cycle in advance; inventory of supplies, online coursework/testing seats, updating class syllabus. Maintain an organized classroom and workspace. Have an effective documentation process that aligns with Education Department reporting. Properly utilizes the database for trainee tracking and ensures it is updated weekly with reporting needs assigned by the Lead Instructor. Maintains continuous efficient communication with all JCP departments, Performs 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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