



STATE OF LOUISIANA
invites applications for the position of:

JAG Specialist #50535282

An Equal Opportunity Employer

ANNOUNCEMENT NO. 058-2023

OPENING DATE: March 28, 2023

CLOSING DATE: April 4, 2023

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

JOB TYPE: Unclassified

LOCATION: YCP-CM, Minden, LA

BENEFITS:

Retirement: Louisiana State Employees' Retirement System (LASERS) with employer contribution & Optional Retirement Savings Account

Insurance: Medical & Optional Dental & Vision

Paid Holidays: 9 days per year

Paid Annual Leave: 12 days per year with increases based on tenure

LOUISIANA
NATIONAL GUARD



Louisiana Military Department

Youth Challenge Program Camp Minden



The Louisiana Military Department is an Equal Opportunity Employer and State as a Model Employer (SAME) to promote diversity and inclusion in the workplace.

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.

Department Mission

Intervene in and reclaim the lives of 16-to-18-year-old at-risk youth, producing program graduates with the values, life skills, education, and self-discipline necessary to succeed as productive Louisiana citizens.

Opportunities for advancement, salary increases, and professional leadership training translate to an effective team member with the potential to transform lives.

WHO WE ARE:

YCP is a voluntary program that target youth who are at risk of not completing high school. We provide an environment for youth so they may focus on completing academic goals while enhancing personal strengths and resiliency. Our program provides a structured environment and teaches discipline, self-control and motivation. We develop the whole person by focusing on 8 core components that support each cadet's personal development: academic excellence, life coping skills, job skills training, responsible citizenship, leader/followership, health & hygiene, physical fitness and service to community.

POSITION DESCRIPTION:

YCP duties and responsibilities: Maintain a physical environment that is conducive to learning. Utilize rules for the care of school property. Be consistent in disciplinary practices and follow YCP disciplinary procedure. Be aware of cadets' location at all times when in your care.

Maintain discipline in the hallways and monitor cadets while they are entering and exiting building. Prepare Individual Lesson Plan for each cadet following the Pre-test. Further, Instructors must maintain proper oversight concerning work assigned to cadets. Instructors should regularly check that assigned work is being successfully completed by cadets and new work should be assigned. Cadets not doing assigned work in a timely manner should be disciplined accordingly. Instructors are encouraged to share concerns of assigned cadets with their cadets' Cadre and Counselor. QUAD Meeting attendance is mandatory when feasible for the JAG specialist. Instructors are required to attend staff meetings as scheduled by Lead Instructor, including any training necessary for professional development Attend Family Day to discuss classroom progress and behavior with families. Attendance at In-Take Day and Graduation is also mandatory. Report to work punctually and maintain appropriate attendance. Work in harmony with instructors and other staff members. Treat all staff members with respect, including refraining from discussions with cadets involving derogatory comments about other staff members. Treat cadets fairly and consistently. JAG-LA Specialist Assurances: Recruits and selects the required minimum number of qualified participants, not to exceed the minimum or maximum number of students without LDOE approval to satisfy the criteria as set out by JAG-LA. Students must need, want, and be able to benefit from the services available and the required 12 month follow-up phase of the program. Facilitate the association for the JAG model being taught. Curriculum should be taught through the activities of the association. Establishes an Advisory Committee to assist in recruiting, screening and selecting participants most in need of services. The Advisory Committee and JAG-LA Specialist are mutually responsible for recruiting, screening and selecting potential participants who satisfy JAG-LA criteria. The JAG-LA Specialist is ultimately responsible for the final selection process of the participants who qualify for the JAG Model. Perform other duties as assigned.

POSITION QUALIFICATIONS:

Bachelor's Degree required. Should be computer literate in various educational programs, including Microsoft Word, Excel and Power Point.

ADDITIONAL INFORMATION: To become an employee of the Louisiana Military Department/Louisiana State Guard, the selected applicant must pass a pre-employment background investigation and pre-employment drug test. Selected candidate must maintain a valid driver's license and must be willing to work a flexible schedule when needed which may include some evenings, weekends, or additional hours. Limited travel may be required.

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 but must be submitted with the LANG-LMD-H Form 10 (State Application).

- 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 point of contact below by the Close Date, no later than 4:00 p.m. CST:

Mrs. Kandice Miller
LMD-HR (Camp Minden), 100 Louisiana Boulevard, Minden, LA 71055
E-Mail: kandice.m.miller2.nfg@army.mil
Office: (318) 299-4277 / Fax: (318) 299-4297

Ms. Wenda Woolf
LMD-HR (Camp Beauregard)
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