



**STATE OF LOUISIANA**  
invites applications for the position of:  
**Nurse Practical (LPN)-\*Part-Time**  
**#50483719**

An Equal Opportunity Employer

**ANNOUNCEMENT NO.** 060-2024

**OPENING DATE:** April 9, 2024

**CLOSING DATE:** Open Until Filled

**SALARY:** MM-516 / \$25.79 - \$46.41

**JOB TYPE:** Unclassified, \*Part-Time

**LOCATION:** YCP-CM, Minden, LA

**BENEFITS:**

**Accrue annual and sick leave at reduced rate**

**\*Part-Time employment** is employment of  
No more than 20 hours per week, paid hourly.  
No Overtime allowed.



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:**

Serves as a medical care staff person for approximately 200 adolescents. Responsible for conducting physicals, sick calls, medicine distribution, drug tests and pregnancy tests. Responsible for receiving, counting, logging, packaging and filling all medicines on Intake day with RN and/or LPN. 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 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 RN and/or 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 the RN about treatments, orders and profiles from Medical Director visits. Administer TB skin tests. Counsel Cadets as needed for problems pertaining to injury or illness after consulting RN and/or MD. Establish and maintain communication with all personnel to expedite Cadet movement. Coordinate and maintain inventory of supplies and equipment for Dispensary. Accompany Cadets to the ER and MD visits as needed, Prepare for Intake Day by setting up exam rooms. Perform other duties as assigned.

**POSITION QUALIFICATIONS:**

Current Licensed Practical Nurse in the State of Louisiana. Must be CPR and AED Certified. Must have the ability to work with "At Risk" youth. Must be able to work various hours, including nights, weekend, holidays and during emergency or disaster situations. Must be able to work "on call." Must have computer skills. Must have the ability to work and communicate effectively with agency personnel, peers, superiors, subordinates and the public.

**ADDITIONAL INFORMATION:** 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.

**OTHER REQUIREMENTS:** 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.

**CONDITIONS OF EMPLOYMENT:** By submitting an application for employment with the Military Department, the applicant agrees to the following conditions of employment:

- Salary is paid by Electronic Funds Transfer (EFT) / Direct Deposit Only. A checking or savings account is required for employment.
- The LA Military Department is a substance abuse and drug free workplace. 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. Thereafter, all employees are subject to random drug testing.

**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](mailto:kandice.m.miller2.nfg@army.mil)  
Office: (318) 299-4277 / Fax: (318) 299-4297