



STATE OF LOUISIANA
invites applications for the position of:
Residential Advisor 1
An Equal Opportunity Employer

ANNOUNCEMENT NO. 063-2024

OPENING DATE: April 16, 2024

CLOSING DATE: Open Continuously

SALARY: ME-412 /\$38,230 - \$68,806 annually

JOB TYPE: Unclassified

LOCATION: JCP, Gillis W. Long Center, Carville,
LA

BENEFITS:

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

Insurance: Medical & Optional Dental & Vision
Paid Holidays: 10 days per year, additional holidays may be proclaimed.

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

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

LOUISIANA
NATIONAL GUARD



Louisiana Military Department

Job Challenge Program

Gillis W. Long Center



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.

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:

JCP 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:

Establish and enforce JCP policies and procedures for maintaining behavior and order among the associates. Prepare materials and supplies for Dormitories and/or associate training opportunities. Complete daily behavior logs and disciplinary reports as required. Monitor and maintain a Trade/Dormitory environment conducive to training/resting/sleeping (ex. behavior dynamics, arrangement, temperature, lighting, equipment, etc.). Monitor transportation plans, monitor associates in route to schools/industry and while on-site at designated school/industry locations. Complete incident reports within timelines required. Act as the frontline counselor to intercept or divert associate's issues at all locations. Adjust Trade routine to accommodate changes to Program training schedule. Make necessary decisions to implement program requirements based on current dynamics (ex. behavioral issues, unscheduled guest speakers, instant lesson opportunities, etc.). Guide and assist associates with illness, adjustment issues and/or special needs – bring to Shift Supervisor, Assistant Commandant and Commandant's attention. Act in such a manner as to make a positive impression for the Louisiana Job Challenge Program. Enforce administration policies and rules governing staff and associates. Attend professional meetings, conferences, and workshops to maintain and improve professional competence. Follow departmental uniform policy and report to work punctually each day. Use positive communication and work in professional harmony with administrators, co-workers, supervisors, support staff and associates as evidenced by constructive interaction. Prepare Dormitories prior to associates' arrival. Plan and prepare items necessary to keep associates engaged during lag time. Transport associates to required educational or recreational opportunities. Consult with co-workers, teachers, counselors, case managers, support staff and administrators to resolve program issues. Confer with other staff members to plan and/or adjust training schedule. Assist as a classroom monitor when necessary. Perform other duties as assigned.

POSITION QUALIFICATIONS:

- Ability to follow instructions and communicate effectively.
- High School Diploma or Equivalency Diploma
- Experience that demonstrates the ability to work with at-risk-youth.

PREFERRED QUALIFICATIONS:

- Job experience working with at-risk youth.
- Skill in completing administrative actions to include proficiency using Microsoft Office.
- CPR/First Aid certified
- Ability to instruct, perform and demonstrate physical training activities.

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:

SSG Tracey S. McCorkel
LMD-HR (JCP-Gillis W. Long Center)
5445 Point Clair Road, Carville, LA 70721
E-mail: tracey.s.mccorkel.mil@army.mil
Office: (225) 319-4692