



**STATE OF LOUISIANA**  
**invites applications for the position of:**  
**Case Manager \*Temporary**  
**#50607992**

An Equal Opportunity Employer

**ANNOUNCEMENT NO.** 068-2024

**OPENING DATE:** April 24, 2024

**CLOSING DATE:** May 8, 2024

**SALARY:** ME-411 /\$1,374.40 - \$2,473.60 bi-weekly

**JOB TYPE:** Unclassified

**LOCATION:** YCP-GL, Gillis W. Long Center,  
Carville, LA

**\*Temporary Appointment: Expires 6 months from  
Start Date.**

**BENEFITS:**

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

**Youth 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:**

*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:**

Primary liaison between YCP Cadets, Mentors and Youth Challenge staff Post-Graduation.

**Cadets:** Monitor and track cadet progress during the 12 month Post Residential Phase.

Ensure each cadet is fulfilling program requirements and policies. Support, coach and provide special assistance to mentors and cadets. Assist in job searches and educational placement needs.

Assist with the development of the Post Residential Action Plan and follow up on the progress during Post Residential. Collect and enter data necessary for record keeping and evaluation of mentoring as directed by the RPM Coordinator. Ensure that information reported is timely and organized.

**Mentors:** Assist with mentor screening and training. Train cadets on the value and importance of a mentor via classroom training. Contact mentors monthly (during Post Residential) in order to verify cadet activity.

Communicate the mentor's requirements and expectations during the Post Residential Phase. Create and maintain a positive relationship with each assigned mentor in order to promote cadet success.

**Departmental/General:** Responsible for maintaining confidentiality of all information. Respond to all calls and requests made by cadets and mentors during the Post Residential Phase. Provide monthly statistics of cadet's placement, progress, mentor contacts and stipend eligibility. Approve/deny Post Residential stipend depending on cadet activity. Ensure that all placements are verified. Chaperone and support cadet activities including field trips, community service, in-processing and graduation. Attend weekly Quad meetings, Cadet of the week and Promotions. Attend required job training, workshops and job enhancement classes. Assist other staff with cadet placement information. Perform other duties as assigned.

**POSITION QUALIFICATIONS:**

Must have excellent oral and written communication skills.

Requires working independently with general guidance and the ability to work and communicate effectively with co-workers, peers, superiors and subordinates.

Requires basic computer skills and general knowledge of office equipment.

**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. Christine Zeller

LMD-HR (Gillis W. Long Center), 5445 Point Clair Road, Carville, LA

E-mail: [christine.r.zeller.nfg@army.mil](mailto:christine.r.zeller.nfg@army.mil)

Office: (225) 319-4909