



STATE OF LOUISIANA
invites applications for the position of:
ED Assistant Coordinator 3
#183536

An Equal Opportunity Employer

ANNOUNCEMENT NO. 117-2024

OPENING DATE: July 26, 2024

CLOSING DATE: August 8, 2024

SALARY: ME-413/ \$40,914 - \$73,632 annually

JOB TYPE: Unclassified

LOCATION: YCP-GL, 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 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:

Assists in supervision of (11) employees: One (1) Administrative Assistant and ten (10) Case Managers. Responsible to identify and communicate pertinent information to department supervisor. Assist with staff interviews and recommends Case Manager and Administrative Technician to be hired. Assists in training all new hires. Coordinates with Administrative Technician on daily duties and mail outs. Assists with the completion of time and attendance forms when supervisor is not available. Coordinates Mentor Trainings each cycle. Recruits mentors while assisting the Counseling Department with Candidate interviews. Prepares training packets and signature forms. Ensures that training letters are mailed to all mentors. Verifies training receipts upon return and ensures all mentors are reserved for specified date. Coordinates with the dining facility for scheduled trainings. Ensures that an estimated total number of attendees are given to the dining facility before scheduled trainings. Completes background checks on all mentor prospects. Ensures that all mentors are recruited, screened, trained and matched by week 13. Designs and integrates mentor activities that foster a healthy and positive relationship between the mentee and mentor. Ensures that correspondence packets are sent to all mentors that could not physically attend an "on-site" mentor training. Represents the Post Residential Department during Promotion and Cadet of the Week activities. Attends and contributes to Staff Meetings when asked to or when supervisor is not available. Perform other duties as assigned.

POSITION QUALIFICATIONS:

Must possess good communication skills both written and oral.
Must be organized and able to work with minimum supervision.
Must have computer knowledge and able to operate standard office machines.
Degree preferred.

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
Office: (225) 319-4909