



LOUISIANA MILITARY DEPARTMENT



Job Challenge Program, Gillis W. Long Center

Counselor

#50577371

ANNOUNCEMENT NO. 029-2025

OPENING DATE: March 7, 2025

CLOSING DATE: March 21, 2025

***SALARY:**

ME-415 \$46,842 - \$56,222

JOB TYPE: Unclassified*

*Current Classified employees must give up their designation to accept this position. Unclassified employees serve at the pleasure of their appointing authority.

BENEFITS

Retirement: LASERS

Insurance: Medical, Dental, & Vision

Paid Holidays: 10 plus proclaimed

Annual Leave: 96 hours per year with tenure increases

Sick Leave: 96 hours per year with tenure increases

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.

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:

Provide mental health and career counseling to associates during the residential phase of the program. Counselor is required to meet with each associate a minimum of once monthly. Respond to counselor requests from associates in a timely manner. Counselor will be expected to keep complete records on each associate in his/her assigned caseload and ensure files are stored under a double lock. In addition to session notes, the counselor will keep a log of all counseling appointments. Participate in the in-processing of candidates on the first day of the program (sign-in, bag check, paperwork, medical files, etc.). Complete intake assessment with each associate during Orientation Week. Teach Guidance Classes (Conflict Resolution/Effective Communication, Stress Management, Bullying Prevention, Sexual Harassment, Mental Health, Substance Abuse). Coordinate passes for the Associates (Home Pass, Emergency, Funeral, etc.). Attend weekly department staff meetings, professional workshops, and seminars. All Counselors and Licensed Social Workers are required to receive a set amount of CEUs annually. Serve as staff representative for Student Government Association with Lead Counselor. Communicate as often as possible with Residential Advisor staff, Placement, and Instructors. Prepare for, attend, and participate in graduation and general assemblies. Responsible for maintaining communication with parents throughout the cycle. Keep the Lead Counselor abreast of pertinent issues/situations involving associates, associate's family, and/or staff. Participate in staff meetings and associate synchronization meetings on behalf of the Counseling Department if Lead Counselor is absent. Facilitate support groups for substance abuse as needed. Responsible for requesting leave and inputting compensatory time in a timely manner. Counselor will be available for "on call" duty, evenings and weekends on a rotational basis. Report any accidents to Lead Counselor. Perform other duties as assigned.

POSITION QUALIFICATIONS:

Required - Master's Degree in School or Agency/Counseling, Social Work or Counseling Psychology. Must furnish college transcripts for both Bachelor's and Master's degree with application. Individual/group counseling experience. Must have excellent oral and written communication skills. Must be available for limited "on call" duty, evenings and weekends. Preferred - Experience with adolescents. Teaching experience helpful.

GENERAL REQUIREMENTS:

- Must have a valid Driver's License, Social Security Card and Birth Certificate.
- Must be available to report to duty during emergency or disaster situations for extended hours over an extended period of time. Other periodic travel may be required.
- Must meet physical requirements to perform functions of the position.
- Must attend/complete all Louisiana Military Department (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:

- All LMD positions require in-office attendance. This is not a remote position.
- Salary is paid by Electronic Funds Transfer (EFT) / Direct Deposit Only. A checking or savings account is required for employment.
- For positions requiring computer/email access selected applicant must qualify to obtain a Department of Defense Common Access Card (CAC) Card and maintain eligibility
- LMD is a substance abuse and drug free workplace. The selected applicant must pass a pre-employment background investigation and pre-employment drug test. Thereafter, all employees are subject to random drug testing.
- To become an employee of the LMD you must be a current member of the Louisiana National Guard or eligible for membership in the Louisiana State Guard.
- The selected applicant must pass a pre-employment criminal background investigation prior to employment.

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 and will not be accepted unless they are 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/join-us/state-technician-vacancies>

Application(s) must be submitted to the appropriate LMD Human Resources point of contact below by the Close Date, no later than 12:00 a.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.nfg@army.mil
Office: (225) 319-4692