



LOUISIANA MILITARY DEPARTMENT



Job Challenge Program, Gillis W. Long Center Residential Advisor 2

50568323

ANNOUNCEMENT NO. 070-2025

OPENING DATE: July 8, 2025

CLOSING DATE: July 22, 2025

***SALARY:**

ME-413 \$40,914 - \$49,108

*Salary indicates typical starting range. Level will be determined by qualifications.

JOB TYPE: Unclassified

Current Classified employees must give up their designation to accept this position.

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:

YCP 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. n

POSITION DESCRIPTION:

Establish and enforce JCP policies and procedures for maintaining behavior and order among the associates and RAs. Teach, Assess, Counsel all Residential Advisors on respective shift to improve individual growth. Responsible for subordinate RA actions, counseling, on the spot corrections and training. Prepare materials and supplies for Dormitory and/or associate training opportunities. Complete daily shift-report logs and disciplinary reports as required. Complete Serious Incident Reports. Monitor and maintain a trade/barracks environment conducive to training/resting/sleeping (ex. behavior dynamics, arrangement, temperature, lighting, equipment, etc.). Coordinate transportation plans of associates enroute to schools/industry and while on-site at designated school/industry locations. Complete incident reports within timelines required. Plan and implement monthly fire/evacuation drills with trade. Act as the front line counselor to intercept or divert Residential advisor issues. Adjusts 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 – report to Assistant Commandant and Commandant's attention. Conduct initial and final Physical Fitness tests for all associates. Plan and prepare items necessary to keep associates engaged during lag time.

Equal Opportunity Employer and State as a Model Employee (SAME)

POSITION DESCRIPTION CONT.

Transport cadets to required educational or recreational opportunities. 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 students. Certify and correct CATS entries before end of pay period. Attend weekly staff meetings, conferences and workshops in order to maintain and improve professional competence. Reinforce departmental uniform policy and document all RA attendance for work each day. Use positive communication and work in professional harmony with administrators, co-workers, supervisors, support staff and associates as evidenced by constructive interaction. Complete all LMD Employee annual safety training and Supervisor training as required. Consult with co-workers, teachers, counselors, case managers, support staff and administrators in order to resolve program issues. Confer with other staff members to plan and/or adjust training schedule. 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

GENERAL REQUIREMENTS:

- Must have a valid Driver's License, Social Security Card and Birth Certificate.
- Must qualify to obtain a Department of Defense Common Access Card (CAC) Card.
- Must be available to report to duty during emergency or disaster situations.
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:

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