



# LOUISIANA MILITARY DEPARTMENT



## Youth Challenge Program, Camp Minden Nurse Practical (LPN) - Part-Time

# 50483719

**ANNOUNCEMENT NO.** 073-2025

**OPENING DATE:** July 10, 2025

**CLOSING DATE:** July 24, 2025

**\*SALARY:**

**MM-516** \$25.79 - \$30.94 / HR

\*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

Accrue annual and sick leave at reduced rate.

\*Part-Time employment is employment of  
No more than 20 hours per week, paid hourly.  
No overtime allowed.

### 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 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:

Serves as a medical care staff person for approximately 200 adolescents. Responsible for conducting physicals, sick calls, medicine distribution, drug tests and pregnancy tests. Responsible for receiving, counting, logging, packaging and filling all medicines on Intake day with RN and/or LPN. Accurate distribution of the right medicines to the right Cadets at the right time. Maintain and update Medical Administration Records and Control Substance Count Records. Coordinate with Pharmacy and Medical Director to ensure timely refills of medications. Secure all medication areas when not in use. Responsible for Sick Call as assigned using the Standing Orders to triage, assess and treat Cadets. Refer Cadets to RN and/or Medical Director as needed. Assist Medical Director with care during clinic hours. Communicate problems with Medical Director, legal guardians and staff as needed. Maintain accurate Medical Records of Sick Call assessments, treatments and Medical Director's orders. Promptly review and complete Medical Director's orders. Maintain adequate communication with other LPN's and the RN about treatments, orders and profiles from Medical Director visits. Administer TB skin tests. Counsel Cadets as needed for problems pertaining to injury or illness after consulting RN and/or MD. Establish and maintain communication with all personnel to expedite Cadet movement. Coordinate and maintain inventory of supplies and equipment for Dispensary. Accompany Cadets to the ER and MD visits as needed, Prepare for Intake Day by setting up exam rooms. Perform other duties as assigned.

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

## **POSITION QUALIFICATIONS:**

Current Licensed Practical Nurse in the State of Louisiana. Must be CPR and AED Certified. Must have the ability to work with "At Risk" youth. Must be able to work various hours, including nights, weekend, holidays and during emergency or disaster situations. Must be able to work "on call." Must have computer skills. Must have the ability to work and communicate effectively with agency personnel, peers, superiors, subordinates and the public.

## **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:

Mrs. Kandice Miller  
LMD-HR (Camp Minden)  
100 Louisiana Boulevard, Minden, LA 71055  
E-mail: [kandice.m.miller2.nfg@army.mil](mailto:kandice.m.miller2.nfg@army.mil)  
Office: (318) 299-4277