



# LOUISIANA MILITARY DEPARTMENT



**Job Challenge Program, Gillis W. Long Center  
Placement Coordinator**

# 50577367

**ANNOUNCEMENT NO. 113-2025**

**OPENING DATE:** September 11, 2025

**CLOSING DATE:** September 24, 2025

**\*SALARY:**

**ME-411**     \$35,734 - \$42,890

\*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:**

*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:**

Monitor and track Associates progress 12 month post-graduation from JCP to ensure that each Associates is fulfilling program requirements and policies. Support, coach and provide special assistance to Associates during the Residential Phase and Post-Graduation. Assist in job searches and educational placement needs. Assist with the development of the career goals for the Associates while in the Residential Program to ensure a successful job placement. Assist and instruct placement classes during the residential phase. Collect and enter data necessary for record keeping and evaluation as directed. Ensure that information reported is in a timely and organized fashion. Responsible for maintaining confidentiality information. Respond to all calls and request made by the Associates and Parents Post Graduation. Provide monthly statistics of Associates placement. Chaperone and support Associate activities including field trips, community service, in-processing and graduation. Assist in the JCP admissions process by reaching out to prospective students prior to their arrival at JCP. Attend weekly meetings; Associates of the month promotions; required job training; workshops and job enhancement classes. Assist other staff with Associate placement information. Make administrative/procedural decisions and judgments. Coordinate with various service providers to ensure fulfillment of Associate's needs. Train Associates on the value and importance of reporting post-graduation. Contact Associates employment/school monthly in order to verify Associates activity. Complete and update work force development binders for each student to ensure job availability. Perform other duties as assigned.

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

## **POSITION QUALIFICATIONS:**

Bachelor's Degree preferred. 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, supervisors, and subordinates. It requires basic computer skills and general knowledge of office equipment. Must have the ability to handle stress and pressure. Must have the ability to build rapport among staff and clients. Must be well-versed in various parameters of State Employment Policies and Procedures.

## **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](mailto:tracey.s.mccorkel.nfg@army.mil)  
Office: (225) 319-4692