



LOUISIANA MILITARY DEPARTMENT

Youth Challenge Program, Gillis W. Long Center

Case Manager

#50369344



ANNOUNCEMENT NO. 025-2026

OPENING DATE: February 11, 2026

CLOSING DATE: February 25, 2026

***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:

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:

Monitor and track cadet progress during the 12 month Post Residential Phase to ensure that each Cadet is fulfilling program requirements and policies. Support, coach and provide special assistance to mentors and cadets during Post Residential phase. Assist in job searches and educational placement needs. Assist with the development of the Post Residential Action Plan and follow up on the progress during Post Residential. Collect and enter data necessary for record keeping and evaluation of mentoring as directed. Ensure that information reported is timely and organized. Assist with Mentor screening and training. Responsible for maintaining confidentiality of information. Respond to all calls and requests made by Cadets and Mentors during the Post Residential Phase. Provide monthly statistics of Cadet's placement, progress, mentor contacts and stipend eligibility. Chaperone and support cadet activities including field trips, community service, in-processing and graduation. Attend weekly Quad Meetings; Cadet of the Week and Promotions; required job training; workshops and job enhancement classes. Assist other staff with Cadet Placement information. Make administrative/procedural decisions and judgments. Coordinate with various service providers to ensure fulfillment of Cadets needs. Train Cadets on the value and importance of a Mentor via classroom training. Contact Mentors monthly (during Post Residential) in order to verify Cadet activity. Communicate the Mentor's requirements and expectations during Post Residential Phase. Create and maintain a positive relationship with each assigned Mentor in order to promote Cadet success. 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, superiors and subordinates. 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 have the ability to build rapport among staff and clients.

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. Christine Zeller
LMD-HR (Gillis W. Long Center)
5445 Point Clair Road, Carville, LA
E-mail: christine.r.zeller.nfg@army.mil