



LOUISIANA MILITARY DEPARTMENT

Louisiana Department of Health, Metairie, LA

Regional Coordinator 1, 2, or 3

50388355

ANNOUNCEMENT NO.041-2026

OPENING DATE: March 11, 2026

CLOSING DATE: March 21, 2026

***SALARY:**

MA-616 \$43,784 - \$62,455

MA-617 \$46,842- \$66,832

MA-618 \$50,128 - \$71,521

*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

POSITION DESCRIPTION:

Provides assistance to the LDH ESF-6 in managing emergency services to include evacuations, sheltering, feeding, and transportation and DSNAP operations. Provides situational awareness to the LDH ESF-6 Director & Deputy on any event that could affect the ESF6/LDH mission. Coordinate emergency preparedness efforts with the local parish OEPs and the Governors Office of Homeland Security and Emergency Preparedness GOHSEP Regional Coordinators. Work in conjunction with support agencies, parish officials and individuals to ensure that LDH ESF-6 objectives are met. Coordinate day-to-day activities regarding emergency operations and training with the Regional Lead Area Manager. Develops and conducts emergency preparedness training (initial and refresher) to ESF-6 Staff. Assist in the development, assessment and update of the DCFS Emergency Operations Plan. Assist in development and/or revision of policies and procedures for processes implemented during emergencies or declared disasters including but not limited to evacuation operations, shelter operations, and evacuee tracking, and reporting. Develop and maintain ESF 6 Status Reports, other reporting tools, forms, and supplementary documents that support the region during emergencies or declared disasters. Serve as liaison between Regional Operations and the ESF-6 Emergency Operations Center. Assist with coordination of transportation, feeding and housing of ESF-6 staff who work at Parish Pickup Points, Shelter sites and DSNAP sites. Assist in development of Memorandums of Understanding (MOU) and Cooperative Endeavor Agreements (CEA) with parish governments, support agencies and vendors to provide necessary resources in the event of an emergency. Attend ESF-6 Emergency Preparedness meetings and report on status of emergency preparedness issues. Coordinate meetings between Emergency Support Functions (ESF) to facilitate communication among agencies supporting ESF-6 functions in preparation for and during emergencies or declared disasters. Prepare reports that document ESF-6 Emergency Preparedness status and capability to provide services for victims. Assist in requesting, obtaining and tracking resources during emergencies or declared disasters. Assist in development of budgetary recommendations for emergency resources. Complete after Action Reports for any emergencies and/or training exercises conducted. Maintain all pertinent historical data and files in reference to ESF-6 Emergency Preparedness, Response and Recovery. Serve as primary instructor for ESF-6 Training Material within assigned Regions. Available for call out without notice in emergency situations. Night and weekend hours may be required. Have excellent communication skills, both oral and written. Perform other duties as assigned.

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

POSITION QUALIFICATIONS:

Must have Emergency Preparedness Operational Experience. Intermediate knowledge of Microsoft Office Applications (Word, PowerPoint, Excel, Access, Outlook). Ability to complete NIMS/ICS 100,200, 700, 800 courses within 90 days of hiring and 300, 400 with-in 12 months. Ability to complete WEBEOC training, ESF-6 Registration System Training, Shelter Training and MS Access DB Training. Provide support to multiple Regional Lead Area Managers and staff. Establish relationships with multiple Parish OEP Directors, state agencies, and other supporting entities. Ability to become familiar with required LOH Emergency Preparedness Training in order to instruct staff. Ability to support LOH regions state-wide during training and emergencies. Capable of supporting emergency operations in an austere environment. Ability to effectively instruct/ teach large and small classes and ability to stand for long periods of time (2 or more hours). Ability to obtain fork lift certification and skills to operate heavy duty pickup truck and trailer.

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:

SFC Juan Rossell
LMD-HR (Jackson Barracks)
6400 Saint Claude New Orleans, LA 70117
Email: juan.c.rossell.mil@army.mil