LOUISIANA MILITARY DEPARTMENT

Youth Challenge Program, Gillis W. Long Center, Carville, LA

Residential Advisor 1

ANNOUNCEMENT NO. 010-2026
OPENING DATE: September 10, 2026
CLOSING DATE: Open Continuously

***SALARY:**
ME-412 $38,230 - $45,885

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

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

JOB TYPE: Unclassified
Current Classified employees must give up their designation to accept this position.

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.

This State Vacancy Announcement Supersedes Announcement No. 032-2025

POSITION DESCRIPTION:

Establish and enforce JCP policies and procedures for maintaining behavior and order among the associates. Prepare materials and supplies for Dormitories and/or associate training opportunities. Complete daily behavior logs and disciplinary reports as required. Monitor and maintain a Trade/Dormitory environment conducive to training/resting/sleeping (ex. behavior dynamics, arrangement, temperature, lighting, equipment, etc.). Monitor transportation plans, monitor associates in route to schools/industry and while on-site at designated school/industry locations. Complete incident reports within timelines required. Act as the frontline counselor to intercept or divert associate's issues at all locations. Adjust 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 – bring to Shift Supervisor, Assistant Commandant and Commandant's attention. 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 associates. Attend professional meetings, conferences, and workshops to maintain and improve professional competence. Follow departmental uniform policy and report to work punctually each day. Use positive communication and work in professional harmony with administrators, co-workers, supervisors, support staff and associates as evidenced by constructive interaction. Prepare Dormitories prior to associates' arrival. Plan and prepare items necessary to keep associates engaged during lag time.

POSITION DESCRIPTION CONT:

Transport associates to required educational or recreational opportunities. Consult with co-workers, teachers, counselors, case managers, support staff and administrators to resolve program issues. Confer with other staff members to plan and/or adjust training schedule. Assist as a classroom monitor when necessary. Perform other duties as assigned.

POSITION QUALIFICATIONS:

Minimum 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 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. Rabalais
LMD-HR (JCP - Gillis W. Long Center)
5445 Point Clair Road, Carville, LA 70721
Email: tracey.s.rabalais.nfg@army.mil