LOUISIANA MILITARY DEPARTMENT

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

Admin Technician (Medical)

186363

ANNOUNCEMENT NO. 158-2026
OPENING DATE: September 01, 2026
CLOSING DATE: September 15, 2026

***SALARY:**
MA-613 $35,754 - $50,997

*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.

POSITION DESCRIPTION:

Performs as Secretary/Administrative Assistant to the Dispensary RN and Staff Nurses. Answer telephones, direct in-coming calls, record messages for further action. Perform normal clerical duties in support of operation to include payroll. Prepare charts and exam rooms for incoming cycle of approximately 350 candidates. Participate in collecting information and assisting RN and Staff Nurses on In-processing Day. Participate with RN and Staff Nurses during Urine Drug Test. Prepare calendar for on call nurse schedule, vehicle log, building safety report. Monitor cadets waiting to be in Dispensary. Schedule medical/dental appointments for cadets as needed per RN. Assist with inventory of medicines and supplies weekly. Manage Medicaid and Medical insurance billing. Organize medical charts for doctor visits for two doctors. Prepare order for vaccines, TB skin test, supplies for Urine Drug Test. Call parents for co-pay of medications. Assist with inventory control of purchases of administrative and medical supplies. Receives supplies into Dispensary as they arrive. Assist with ordering supplies, medicines and equipment for 101. Perform other duties as assigned.

POSITION QUALIFICATIONS:

Computer Skills, Pleasant Telephone etiquette, able to work well with "at-risk" adolescents. Able to communicate with staff, parents, and vendors effectively. Able to work variable hours as needed.

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:

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