



LOUISIANA MILITARY DEPARTMENT

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

Commandant

50561980



ANNOUNCEMENT NO. 187-2026

OPENING DATE: October 13, 2026

CLOSING DATE: October 27, 2026

***SALARY:**

ME-415 \$46,842 - \$65,582

*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:

Primary advisor to the Executive Level pertaining to Associates and Residential Advisor issues. Serves as the direct line supervisor of the Residential Advisors Department: Directly managing one (1) Assistant Commandant, and indirectly managing four (4) Residential Advisor II (Supervisors), (1) Operations Manager, and (13) Residential Advisors. Responsible for developing the Residential Advisor Staff, scheduling/assigning duties and activities to the Residential Advisors being sure to track IDT (drill) dates and Annual Training dates of the section. Prepares and reviews PERs documents for and conducts counseling for one (1) Assistant Commandant and indirectly managing (4) Residential Advisors II, (1) Operations Manager, and (13) Residential Advisors I. Reviews and approves payroll documentation for the section. Recommends and imposes disciplinary actions when required for all subordinates. Evaluates each Residential Advisor on behavior and interaction with associates. Conducts periodic developmental counseling to develop mentoring and redirection skills of staff. Supervises the daily activities of all shifts. Responsible for maintaining full staff, coordinates and submits position vacancy announcements with LMD-HR. Conducts interviews and recommends applicants for hire. Recommends and imposes any recognition/awards for the section. Delegate's tasks to subordinates as needed. Coordinates and supervises the general development and nonacademic skills training of one hundred and fifty plus (150+) JCP Associates. Responsible for development of JCP physical training program, ensuring it meets guidelines set forth in NGB Cooperative Agreement. Instructs/Supervises Associates in various personal and recreational activities and physical training. Offers assistance and practical advice to Associates, determines disciplinary measures as necessary. Supervises, coordinates and assists in instruction of the Associate Handbook provisions and life skills training to the Associates.

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POSITION DESCRIPTION CONT:

Ensures the proper supervision and coordination of movement of Associates to and from classrooms, dorms, work details, career education facilities, pre-apprenticeship locations, etc. Upholds the Standards and Policies of the JCP program. Maintains communication with all JCP Leads. Maintains an open line of communication and coordination with the Gillis Long Facility (Post SGM). Communicates with Associates parents/guardians as needed. Participates in other instructional programs as required. Works closely with leads to ensure that rules and regulations are followed to accomplish the mission of JCP. Maintains and updates the Standard Operating Procedures for the Residential Advisors Department. Perform other duties as assigned.

POSITION QUALIFICATIONS:

Advanced Leadership Course (ALC) or civilian equivalent preferred for applicants interested in the Commandant position. Excellent communication skills, both oral and written are required. Must have working knowledge of Microsoft Office Programs (Word, Excel, Access, Outlook, PowerPoint, Etc.) Must have experience working with Educational and/or Training Programs. Knowledge and experience in working with at-risk youth preferred.

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

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