



STATE OF LOUISIANA
invites applications for the position of:
Commandant
#50561980

An Equal Opportunity Employer

ANNOUNCEMENT NO. 098-2024

OPENING DATE: June 18, 2024

CLOSING DATE: Open Until Filled

SALARY: ME-415 /\$46,842 - \$84,302 annually

JOB TYPE: Unclassified

LOCATION: JCP, Gillis W. Long Center, Carville, LA

BENEFITS:

Retirement: Louisiana State Employees' Retirement System (LASERS) with employer contribution & Optional Retirement Savings Account

Insurance: Medical & Optional Dental & Vision

Paid Holidays: 10 days per year, additional holidays may be proclaimed.

Paid Annual Leave: 12 days per year with increases based on tenure

Paid Sick Leave: 12 days per year with increases based on tenure

LOUISIANA
NATIONAL GUARD



Louisiana Military Department

Job Challenge Program

Gillis W. Long Center



The Louisiana Military Department is an Equal Opportunity Employer and State as a Model Employer (SAME) to promote diversity and inclusion in the workplace.

In accordance with R.S. 42:1701, if you are nominated for this position, you will be required to undergo a criminal background check prior to commencement of employment with the Louisiana Military Department.

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.

Opportunities for advancement, salary increases, and professional leadership training translate to an effective team member with the potential to transform lives.

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. Delegates tasks down 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. Ensures the proper supervision and coordination of movement of Associates to and from classrooms, barracks, 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.

ADDITIONAL INFORMATION: Selected candidate must maintain a valid driver's license and must be willing to work a flexible schedule when needed which may include some evenings, weekends, or additional hours. Limited travel may be required.

OTHER REQUIREMENTS: Must meet physical requirements to perform functions of the position. Must attend/complete all 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:

- Salary is paid by Electronic Funds Transfer (EFT) / Direct Deposit Only. A checking or savings account is required for employment.
- The LA Military Department is a substance abuse and drug free workplace. To become an employee of the Louisiana Military Department/Louisiana State Guard, the selected applicant must pass a pre-employment background investigation and pre-employment drug test. Thereafter, all employees are subject to random drug testing.

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 but must be 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/wp-content/uploads/2016/10/LMD-H-Form-10-State-Application-pdf-10-25-2016NEW.pdf>

Application(s) must be submitted to the appropriate LMD Human Resources point of contact below by the Close Date, no later than 4:00 p.m. CST:

SSG Tracey S. McCorkel
LMD-HR (JCP-Gillis W. Long Center)
5445 Point Clair Road, Carville, LA 70721
E-mail: tracey.s.mccorkel.mil@army.mil
Office: (225) 319-4692