

## STATE VACANCY ANNOUNCEMENT

### LOUISIANA MILITARY DEPARTMENT LOUISIANA NATIONAL GUARD

**POSITION:** Coordinator (Staff Training) #149540

**ANNOUNCEMENT NO.** 092-2020

**SALARY:** SS-413 / Minimum \$35,610 / Maximum \$70,117 annually

**LOCATION:** LA Military Dept., Youth Challenge Program (YCP-CB), Camp Beauregard, Pineville, La.

**OPEN:** 12 June 2020

**CLOSE:** 26 June 2020

**NOTE:** Louisiana Military Department State Vacancy Announcements and LANG-LMD-H Form10 (State Application) are posted at <http://geauxguard.la.gov/join-us/state-technician-vacancies>

**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.**

EMPLOYEES IN THE MILITARY DEPARTMENT UNCLASSIFIED SERVICE, PERMANENT OR TEMPORARY, ARE EMPLOYED "AT WILL" AND MAY BE SUBJECT TO TERMINATION OR EXPIRATION OF APPOINTMENT, WITH OR WITHOUT CAUSE.

1. **AREA OF CONSIDERATION:** (1) Active Louisiana National Guard Members; (2) Retired National Guard Members and Retired Military Members; (3) those eligible for Louisiana State Guard Membership.

2. **QUALIFICATIONS:** (In addition to below, see application procedures).

a. **SPECIFIC:** Working knowledge of Windows and Microsoft Office (Word, Powerpoint, Excel, Access, Outlook, etc.). Must be available for overnight travel. Must be able to organize, coordinate and supervise all Cadet activities, to include on-post and off-post activities and community service with an understanding of the unique properties of each as well as the overall goals of the Youth Challenge Program. Tact, patience and organizational skills are a must.

b. **GENERAL:** Must have a valid Driver's License, Social Security Card and Birth Certificate. Must qualify to obtain a Common Access Card (CAC) Card. Travel may be required. Must be available to report to duty during emergency or disaster situations. Must have the ability to work and communicate effectively with agency personnel, peers, superiors, subordinates and the public.

c. **OTHER REQUIREMENTS:** The LA Military Department is a substance abuse and drug free workplace. In accordance with the Military Department Drug Testing Policy, all new employees are subject to mandatory drug testing. Thereafter, all employees are subject to random drug testing. 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.

3. **CONDITIONS OF EMPLOYMENT:** By submitting an application for employment with the Military Department, the applicant agrees to the following conditions of employment:

a. Salary is paid by Electronic Funds Transfer (EFT) / Direct Deposit Only. A checking or savings account is required for employment.

b. The successful applicant will be required to join the Louisiana State Guard as a condition of employment. Service in the Louisiana State Guard does not require the applicant to perform military training, periodic inactive duty (monthly drills), nor does it require deployment outside of the State of Louisiana. The applicant can expect that service in the Louisiana State Guard to be substantially the same as normal State Government working conditions.

**4. POSITION DESCRIPTION:** Primary advisor to the Executive Level pertaining to training program and the safety program. Responsible for ensuring that all Youth Challenge employees are trained on the state required training and the NGB required training. Responsible for coordinating and managing all training within the Youth Challenge Program. Establish a working relationship with other program trainers along with community trainers. Participates in training meetings and post safety meetings. Coordinate all monthly building inspections with the Camp Beauregard Training Site Maintenance Officer. Coordinate all fire extinguisher inspections with supply and the YCP-CB facility safety officer. Coordinate any other program training and safety training as needed. Coordinate with all leads on training folders for all employees. Manage the use of the resources available through the nation on-line learning management system (LMS). This includes enrolling employees into the LMS; managing employee's enrollment in required and elective virtual courses; and monitoring employee's completion of enrolled courses. Enter all employee training completion dates in the provided NGYCP Master Training Completion Matrix. Programs and/or STCs must provide NG-J1-Y an updated Training Completion Matrix upon request. Oversee program staff training schedule and assign Staff Trainers to oversee and teach the Staff Acclimation, Foundations and Cadre Supplemental Courses, as necessary. Develop necessary supplemental instruction and/or local standard operating procedures, as directed in national training to customize for state/local circumstances. Conduct a Staff Acclimation & Foundations course training for every employee in the Youth Challenge Program within the time frame published by NG-J1-Y. Conduct Cadre Supplemental course for all employees in the cadre department within the time frame and guidance published by NG-J1-Y. Conduct quarterly safety training with all employees of the YCP. Conduct new employee training IAW the YCP new employee training MOL. Incorporate all resources available to enhance the training. Conduct a 3 day cadre new employee training. Purchase, maintain and issue required material for training. Safety Training Requirements: Manage the safety policy, drivers safety program, coordinate trainers for sexual harassment and sexual assault, first aid, CPR, violence in the work place, state employee drug testing policy. Youth Challenge Training requirements: Conflict resolution or non-violent crisis intervention (CPI), CPR, First aid, AED certification, gang awareness, Confidentiality training, Cadre Course, Basic Course, CPIC II, hands of policy, vulgar language policy and Mandatory Reporting Training. Arrange for all training locations and personnel receiving the training. Additional courses and training events are subject to be added on an "As Needed" basis. Develop and update the YCP-CB Training SOP. Maintain all training folders for all employees of YCP-CB. Maintain all safety folders for all employees of YCP-CB. Report weekly, all training reports to the Deputy Director YCP-CB. Update all training conducted per employee in the database. Coordinate with the YCP-CB Office Manager for employees. Maintain a current training status brief for the Executive level. Participate in all training certification courses. Maintain and coordinate all risk management worksheets pertaining to staff and cadet activity. Follow all rules set forth in YCP Regulation 350-12 (Treatment of Cadets at YCP). Ensure that program standards and policies are followed. Recruit potential cadet and cadre applicants. If applicable, responsible for credit card purchases, accountability of purchases, documentation and submission of required documentation. Perform other duties as assigned.

**5. 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). **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 by the close date, no later than 4:00 p.m.

Ms. Christina Grimmert

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