

## STATE VACANCY ANNOUNCEMENT

### LOUISIANA MILITARY DEPARTMENT LOUISIANA NATIONAL GUARD

**POSITION:** Nurse (RN) #176348

**ANNOUNCEMENT NO.** 176-2017

**\*SALARY:** MS-517 / Minimum \$37,773 / Maximum \$75,442 Annual Salary

**LOCATION:** Youth Challenge Program, Camp Beauregard (YCP-CB), Pineville, Louisiana

**OPEN:** 13 December 2017

**CLOSE:** 27 December 2017

*\*Salary may be adjusted upward for education/experience.*

**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:** Current License as a Registered Nurse in the State of Louisiana. Must be Proficient in Microsoft Office. Must be able to work variable hours and take calls as needed. Must be able to communicate effectively with peers, superiors and subordinates.

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

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. Ability to work and communicate effectively with agency personnel and the public. Must attend/complete all mandatory LMD training (Ethics, SHARP, Suicide Prevention, etc.) and fosters 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. Applicants who are active members of the Louisiana National Guard or uniformed members of the Louisiana State Guard must wear the appropriate military uniform and meet prescribed military grooming standards.

**4. POSITION DESCRIPTION:** Serves as the primary medical care staff person responsible for the management of all aspects of medical care for all cadets while at YCP. **Management:** Provides current ongoing status briefs to the Director/Deputy Director and other department staff as needed. Maintains and updates the Standard Operating Procedures for the Medical Dispensary. Provides first responder evaluation and recommendations for treatment for Cadets to all YCP staff. Provides supervision and support for five LPN'S. Responsible for maintaining a full complement of staff which includes interviews, recommendations and submission of all necessary paperwork for new hires. Plans directs and coordinates the medical staff participation in all required in-services and maintains appropriate records. Establishes a good working relationship with the medical doctor, coordinating appointments and providing information and assistance as needed. Maintains current MD standing orders per Medical Doctor. **Sick Call:** Supervises and participates in the evaluation and treatment of cadets requiring medical assistance. Coordinates MD visits and assists as needed. Coordinates off campus medical visits including ER visits. Coordinates communication with parents through the counseling department. **Medication Management:** Establishes a working relationship with a local pharmacy to ensure accurate and timely delivery of ordered medications. Establishes protocol for the management of all medications including; ordering, handling, storage and administering. **Health Teaching:** Plans, directs and coordinates Health and Hygiene classes each cycle to meet Core Component Standards. Counsels cadets as needed individually on health and hygiene practices. **Vaccines:** Obtains and coordinates the administration of vaccines and TB tests to cadets. Provides the most updated information from the CDC concerning the vaccine to parents and obtains their written consent for administration. Insures all documentation is accurate and completed on cadets receiving vaccines from the LA Dept. of Health and Hospitals. **General:** Coordinates all medical aspects involved in In-take Day including; securing medical assistance from doctors, nurses, nursing students and other staff as necessary to provide physical assessments. Maintains an open line of communication with all departments to ensure continuity of care for the cadet. Provides coordination of supplies and staff to perform drug screening of cadets when necessary and report results directly to the program director. Also maintains copies of all supporting documentation. Obtains all necessary supplies and equipment needed to maintain a well stocked dispensary and provide all necessary documentation to ensure payment. Responsible for the use of a Louisiana Military Dept. Credit Card and all supporting documentation. Responsible for setting schedules for all Dispensary staff including "call" schedules. Maintains records of attendance, time sheets and yearly evaluations. Must attend/complete all mandatory LMD Training (Ethics, SHARP, Suicide Prevention, etc.) and foster a sexual harassment free environment. 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.:

SFC (Ret) Theresa Walker  
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