**1) Example of Large ad**

The (insert HD name) Health Department is accepting applications for a full time **First Steps Services Manager.**

**General Duties include**: This position serves under the general direction of the Director or other appropriate supervisor. Responsibilities for this position include, but are not limited to; Direct, plan, organize, establish and implement program goals and objectives to provide a full range of management and supervision to First Steps staff. Interview, hire, assign, direct evaluate performance and discipline staff. Monitor and coach staff as expert source/consultant in various fields, including scope of practice, professional standards, areas of clinical specialization, personnel qualifications, team building/positive working environment, use of appropriate resources and provide effective feedback to subordinate staff setting goals for improvement. Conduct or facilitate staff meetings, provide technical assistance, staff education and in-service training, and consultation to program staff in the preparation of client records, the determination of financial eligibility and the preparation of required reports. Develop and promote effective relationships with community, local or state agencies. Communicate directly with physicians and other health care providers concerning individual care plans and administrative matters as appropriate. Monitor and evaluate services and programs through quality assurance audits. Recommend, develop, interpret and model effective decision making skills in clinical protocols, manuals, TOTS data base and records to ensure compliance with program/agency policy, plans regulations, CCSG and state and federal mandates for field, clinic and office operations. Determine fiscal requirements as liaison with funding authority/departmental fiscal unit to monitor and evaluate program activities/manage and authorization of budget expenditures which may include preparation of grant proposals, collection and analysis of statistical data for First Steps services, health promotion/health education services, educational training programs for employees or other objectives consistent with the First Steps program. May supervise.

**Minimum Education, Training or Experience:** Bachelor’s Degree in Occupational Therapy, Speech Therapy, Physical Therapy, Family Therapy, Nursing, or Psychology and four (4) years of professional experience in a community health agency or similar early childhood education capacity that would demonstrate the necessary knowledge, skills and abilities of working with young children birth through five years of age or families of young children birth through five years of age. Two (2) years of the experience must demonstrate progressive responsibility in a supervisory or management capacity in a community or public health organization that included specific experience in early childhood education birth to five years of age.

**Substitution for Experience**: A Master’s Degree in Nursing, Nutrition, Occupational Therapy, Speech Therapy, Physical Therapy, Family Therapy, or Psychology may substitute for one (1) year experience of working with young children birth through five years of age or families of young children birth through five years of age.

**Necessary Competencies:** Communication skills in interview, negotiation and mediating and providing informal support; Problem-solving by finding and utilizing services and resources, resolving conflicts, integrating services using formal and informal channels, and enabling families to use problem-solving; Organization by maintaining accurate data collection and resource information, exhibiting flexibility in scheduling, and developing plans; and collaboration and leadership through developing relationships with families, enabling families to develop their decision-making skills, and establishing collaborative relationships with service providers.

**Starting Salary**: $25.63-$31.86/hr negotiable with additional experience. Grade 21

**Apply at** [**https://KOG.CHFS.KY.GOV/HOME**](https://KOG.CHFS.KY.GOV/HOME). **Create a citizen account and search LHDCOS (search and apply)** Completed application must be submitted by **(insert date) Transcripts must be provided before the close date if post-secondary education is required or may be substituted for experience. Transcripts must list the degree awarded.** Qualified applicants/employees are subject to a pre-screening, selection for interview, and/or demonstration of skills testing.  Employment may be contingent upon a successful drug screening and background check.  Equal Opportunity Employer.

**2) Example of smaller ad to reference website**

The (insert HD name) Health Department is accepting applications for a full time

**First Steps Services Manager**

**Starting Salary**: $25.63-$31.86/hr negotiable with additional experience. Grade 21

A full listing of qualifications may be obtained at <https://chfs.ky.gov/agencies/dph/dafm/lhpb/Pages/merit.aspx>.  Apply at <https://KOG.CHFS.KY.GOV/HOME> by creating a citizen account and then search LHDCOS (search and apply).  The completed application must be submitted by **(insert date).**  **Transcripts must be provided before the close date if post-secondary education is required or may be substituted for experience. Transcripts must list the degree awarded.** Qualified applicants/employees are subject to a pre-screening, selection for interview, and/or demonstration of skills testing.  Employment may be contingent upon a successful drug screening and background check.  Equal Opportunity Employer.