**1) Example of Large ad**

The (insert HD name) Health Department is accepting applications for a (FT/PT) **Director of Nursing.**

**General Duties include**: This position serves under the direction of the Public Health Director. Responsibilities for this position include, but are not limited to; Plan, organize, direct and financial management of a comprehensive public health nursing program. Serve as an expert nursing resource person, with extensive level of experience, judgment and independent application on all matters pertaining to nursing. Establish, interpret and disseminate agency and state protocols with interpretation of statues and regulations that impact public health nursing. Review and update all nursing care policies and procedures. Participate in the development and administration of budgets. Collaborate with the Public Health Director to develop service plans to assist in meeting community health care needs. Assign and oversee activities of the Nurse Administrators, Nurse Supervisors and indirectly other nursing and agency staff. Assess staffing utilization and needs. Participate in the recruitment and selection of nursing personnel. May provide for orientation of new staff members, complete performance evaluations of Nurse Administrators and other staff as assigned. Actively participate in quality assurance and utilization reviews. May represent the agency at state meetings or in making public health presentations.

**Minimum Education, Training or Experience:** See the special requirements and seven (7) years of Registered nurse (RN) experience in public health of which three (3) years include supervisory experience.

**Substitution for Education, Training or Experience**: Bachelor’s Degree with six (6) years of public health experience. Masters Degree in Nursing, Nursing Administration, Nursing Education or Public Health may substitute for one (1) year of experience.

**Special Requirements**: (Age, Licensure, Regulation, Etc.) Must have RN license in Kentucky or compact state.

**Starting Salary**: $32.35-$40.23/hr negotiable with additional experience. Grade 25

**Apply at** [**https://KOG.CHFS.KY.GOV/HOME**](https://KOG.CHFS.KY.GOV/HOME). **Create an 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 (FT/PT) **Director of Nursing.**

**Starting Salary**: $32.35-$40.23/hr negotiable with additional experience. Grade 25

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>. Create an account and 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.