**1) Example of Large ad**

The (insert HD name) Health Department is accepting applications for a (FT/PT) **Family Support Worker III.**

**General Duties include**: Under the program’s policies and procedures, conduct initial home visits following Parent Visitor assessment with families to establish rapport and service plan. Provides regularly scheduled home visits with program participants. Demonstrates increasing ability to engage program participates in consistently receiving services. Demonstrates an increased level of skill development while consistently utilizing the program-designated curriculum during home visits, interactively engaging parents through the use of activities and demonstrations. Demonstrates a proficiency at utilizing communication strategies to advocate for the nurturing parent-child interaction environment and develop positive parenting skills. Demonstrate increased knowledge of community resources in order to assist families in securing of prenatal/child health services, referrals and appointments with other supportive agencies. Provide follow-up and documentation for all referrals. Maintain thorough accurate and timely documentation of each home visit. Collect data through completion of program forms for program evaluation. Facilitate developmental assessments of the target child as well as screening for depression and domestic violence for caregiver, providing appropriate referrals as indicated. Participate in weekly supervision with licensed supervisor. Consistently meet weekly home visit expectation with a full caseload based on weighted caseload. Assist in training, orientation and mentoring of family Support Worker I and II. Assist with fulfillment of program responsibilities, such as organization of materials, and supplies needed to carry out home visitation, planning and/or leading of group events and team meetings, and representing the HANDS team at local public relations events.

**Minimum Education, Training or Experience:** High School Diploma or GED and three (3) years of experience as a Family Support Worker.

**SUBSTITUTION FOR EDUCATION, TRAINING OR EXPERIENCE:** None

**Special Requirements**: Must be 18 years of age

Must have telephone accessibility

Must have reliable transportation and valid Driver’s License

Must be willing to work beyond normal health department hours when necessary to serve families who work or attend school

Criminal Background Check

**Starting Salary**: $15.17-$18.86/hr negotiable with additional experience. Grade 12

**Apply at** [**https://KOG.CHFS.KY.GOV/HOME**](https://KOG.CHFS.KY.GOV/HOME). **Create a citizen’s 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.

Equal Opportunity Employer

Applicants and employees in this classification may be required to submit to a drug screening test and background check.

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

The (insert HD name) Health Department is accepting applications for a (FT/PT) **Family Support Worker III.**

**Starting Salary**: $15.17-$18.86/hr negotiable with additional experience. Grade 12

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 a citizen’s 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.