**1) Example of Large ad**

The (insert HD name) Health Department is accepting applications for a (FT/PT) **Community Outreach Worker I.**

**General Duties include**: This position serves under limited direction of the appropriate supervisor. Responsibilities for this position include, but are not limited to; Visit patients or potential patients in their home or other appropriate setting to explain service(s) of the local health department and may set up appointments for the patient. Assist clients in making transportation arrangements to receive service(s). Ensure client patient attendance at scheduled appointments. Follow-up by letter, phone call or home visit on missed appointments or referrals. May conduct initial interview with patient obtaining factual information from the patient. Provide support and encouragement to patient and assist in resolution of the problem. May assist in the provision of services to the patient for services such as Aging, Well Child, Family Planning and TB Screening, etc.

**Minimum Education, Training or Experience:** High School Diploma or GED and six (6) months experience in public health or in another position with the provision of social services, supportive services, personal care or related duties.

**Starting Salary**: $13.50-$16.79/hr negotiable with additional experience. Grade 10

**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.

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

The (insert HD name) Health Department is accepting applications for a (FT/PT) **Community Outreach Worker I.**

**Starting Salary**: $13.50-$16.79/hr negotiable with additional experience. Grade 10

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.

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