**1) Example of Large ad**

The (insert HD name) Health Department is accepting applications for a (FT/PT) **HANDS 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 services within the Hands program which will be at the regional level, local level with primary focus in HANDS over multiple counties or at the local level in HANDS and other complex programs and services in a very large or multiple county area and may include technical, non-technical and/or clerical staff and personnel. May interview, hire, assign, direct and evaluate performance and discipline of staff. Monitor and mentor staff as expert source promoting team building/positive working environment and use of effective decision making skills as expert source/consultant in assigned areas of specialization providing effective feedback to subordinate staff setting goals for improvement. Conduct or facilitate agency meetings, provide program assistance and consultation, in-service education to program staff or required agencies within the community in the determination of financial or program eligibility and billing. Prepare and accurately document case records and reports, and use appropriate resources to ensure compliance with federal, state, and local regulations and policies. Develop and promote effective relationships using appropriate communication skills within the community, local or state agencies or other health care providers concerning individual family plans and administrative matters. Manage and determine authorization of budget expenditures or act as liaison with funding authority within departmental fiscal unit which may monitor and evaluate program services though quality assurance audits. May prepare grant proposals, collection and analysis of statistical data for program services, health promotion/health education services and training programs consistent with agency objective. May also conduct Parent visit assessments or home visits when necessary so long as program requirements are met.

**Minimum Education, Training or Experience:** Master’s Degree in Public Health, Public or Business Administration or Human Service related degree. Two (2) years of progressive responsibility in a supervisory or management capacity in a community or public health organization that included specific experience in public health programs.

**Substitution for Education**: Associates degree in Nursing with four (4) years health experience or Bachelor’s Degree with two (2) years of experience in public or community health agency or similar capacity that would demonstrate the necessary knowledge, skills and abilities which will substitute for the required education.

**Special Requirements per 902 KAR 4:120**: Must be a licensed Social Worker or licensed Registered Nurse in Kentucky or compact state to supervise and conduct performance evaluations for staff that delivers direct services. Must meet education and/or experience requirements per 902 KAR 4:120 if position will have additional duties of conducting Parent Visit/Assessments.

**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 (FT/PT) **HANDS 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.