**1) Example of Large ad**

The (insert HD name) Health Department is accepting applications for a (FT/PT) **HANDS Specialist II**

**General Duties include**: This position serves under limited direction of the Director or other appropriate supervisor. Responsibilities for this position include, but are not limited to; Perform advanced level functions in the Health Access Nurturing Development Services (HANDS) program providing Parent Visit Assessment/Survey with parents (prenatal and/or immediately after the birth) to determine appropriate level of support from the community. Perform work with increasing independence and may assume mentoring of program staff that provides home visitation or parent visit assessments of eligible clients involving infant and toddlers from birth up to three (3) years of age. Provide advanced assistance to the public or program and office staff in areas of expertise, may participate in on site visits, review and preparation of reports and records to ensure accountability and effectiveness. Interpret and implement policies and procedures and may participate or make recommendations for improvement of services. Prepare program plans, policy manuals and other informational materials for distribution to staff, patients, clients and the general public to meet federal, state and agency compliance. Maintain a collaborative relationship and represent the department on inter-agency councils and committees and attends meetings or conferences relating to area of responsibility. May supervise or mentor staff (intended for small counties or minimal staff) as long as 902 KAR 4:120 special requirements are met. May also conduct home visits when necessary.

**Minimum Education, Training or Experience:** Bachelor’s degree must be in Social Work or Nursing, Early Childhood Education OR Bachelor’s degree in a Human Services related field may also be considered.

AND

Two (2) years of professional experience in public or community health agency or similar capacity that would demonstrate the necessary knowledge, skills and abilities.

**Substitution for Experience**: None

**Substitution for Education**: Associate degree in Nursing with licensure in Kentucky or a compact state and two (2) years of public health experience will substitute for education.

**Special Program Requirements**: Meets education requirement 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.

**Starting Salary**: $19.15-$23.81/hr negotiable with additional experience. Grade 16

**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 Specialist II.**

**Starting Salary**: $19.15-$23.81/hr negotiable with additional experience. Grade 16

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.