**1) Example of Large ad**

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

**General Duties include**: This position serves under the direction of the Director or other appropriate coordinator/supervisor assigned. Responsibilities for this position include, but are not limited to; Conduct parent visit assessment/survey within 30 days of receiving, after review of prenatal or birth records from the hospital or clinic, to determine eligibility for early childhood education and family support services of infants and toddlers from birth up to three (3) years of age. Conduct interviews to promote outreach activities in family homes or community setting to educate parents in coping techniques and to take an active role in accessing resources or assistance with referrals for appropriate education and nutrition of their child. May develop and distribute informational materials that meet program guidelines. Keeps accurate logs of service visits, schedules and charting, prepare reports and analyses set forth in Health Access Nurturing Development Services (HANDS) program policy and guidelines. Interpret laws, regulations, policies and procedures and provide administrative assistance or guidance to departmental staff, which may include but is not limited to; monitor, evaluate and participate in modifications regarding program requirements. Review records and reports submitted by program requests or agency staff and ensure compliance with federal and state law regulation and policies. May conduct ongoing home visitation on an as needed basis.

**Minimum Education, Training or Experience:** Bachelor’s Degree in Social Work, Nursing, Early Childhood Education

**OR**

Bachelor’s Degree in a Human Services or closely related field.

**Substitution for Education:**

Associate Degree in Nursing with licensure in Kentucky or compact state and two (2) years of public health experience.

**Special Program Requirements**: Meets education requirement per 902 KAR 4:120.

**Starting Salary**: $17.04-$21.19/hr negotiable with additional experience. Grade 14

**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 I.**

**Starting Salary**: $17.04-$21.19/hr negotiable with additional experience. Grade 14

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.