**1) Example of Large ad**

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

**General Duties include**: This position serves under general direction of the Program Coordinator and/or appropriate supervisor. Responsibilities for this position include, but are not limited to: Conduct regular planned visits to establish a trusting rapport for eligible HANDS participant/s to assist parent/s and or families with child development, parenting skills, health services and other needed resources identified at assessment or during visits. Maintain confidentiality of program information obtained from home visit/s and exchanged while communicating with community and support service providers. Initiate and maintain regular and long term contact and provide support to parents during the prenatal period and extending up to, but not inclusive of the child’s second birthday, following parent visit assessment. The responsibilities include home visitations that may take place in the client’s home or another community site if justified, that include (a) monitoring of the child’s, mother’s and family’s progress by making referrals to community resources; such as prenatal health services, school, head start, etc. Tracking appointments to ensure they are being kept, performing follow-up services as identified and performing periodic evaluations of the participants’ changing needs, (b) preparation and maintenance of case records which shall be documented with contacts, services needed, reports and progress, (c) consultations and (d) crisis assistance. Confer with Program Coordinator and/or Supervisor in cases involving potential collaboration with other service providers.

**Minimum Education, Training or Experience:** High School Diploma or GED.

**Substitution for Education, Training or Experience**: N/A

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

Must have telephone accessibility

Must have reliable transportation and valid drivers license

Criminal Background Check

**On the job training requirement needed within 6 months of hire in order to advance**:

HANDS home visitor core training (Must be completed before family contact can occur)

HANDS wrap-around required training (Specific topical areas checklist)

CPR Certification

Working knowledge of geographic area and/or ability to locate participants and community resources with use of maps, contacts and directions provided.

**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) **Family Support 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.