**1) Example of Large ad**

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

**General Duties include**: This position serves under the general direction of the Program Coordinator and/or appropriate supervisor. Responsibilities for this position include, but are not limited to; Initiate, maintain regular, long term contact and provide support to first time voluntary parents (eligible, voluntary HANDS participant/s) during the prenatal period extending up to but not inclusive of the child’s second birthday. The secondary-level incumbent would participate in on the job training programs to extend knowledge of parenting skill development while building on the existing strengths of the family and to empower families to make their own decisions. Maintain a close relationship with community resources/agencies by collaborating and becoming informed about the services provided that support families such as health department programs (i.e. Prenatal program, First Steps, Head Start, etc), resource centers, health providers, schools, etc. Facilitate the developmental assessment of the target child as scheduled and participate in appropriate referrals as indicated. Advocate for the nurturing parent-child interactive environment. Document accurately in the case record each contact, progress, service need on the home visit log; and completes reports as required. Maintain confidentiality of program information obtained from home visit/s and exchanged while communicating with community and support service providers. Ongoing or periodic conferences with the Program Coordinator and/or Supervisor for cases that involve collaboration with other service providers.

**Minimum Education, Training or Experience:** High School Diploma or GED and has satisfactorily completed all required HANDS program training in a time period not to exceed 24 months from date of appointment as a Family Support Worker/Home Visitor.

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

Must have telephone accessibility

Must have reliable transportation and valid Drivers License

Criminal Background Check

**Starting Salary**: $14.31-$17.79/hr negotiable with additional experience. Grade 11

**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.

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

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

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

**Starting Salary**: $14.31-$17.79/hr negotiable with additional experience. Grade 11

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.