**1) Example of Large ad**

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

**General Duties include**: This position serves under general direction of the Director or other appropriate social work personnel. Responsibilities for this position include, but are not limited to: With considerable knowledge, conduct complex social assessment by interviewing the patient in the clinical and/or home setting to determine services and resources needed. Attend staff meetings and other appropriate meetings and educational activities. Assist in formulation of policy recommendations. Initiate and review the preparation of technical, professional and administrative reports. Coordinate agency functions and resources with those of other government and private jurisdiction. Prepare treatment plan based on the social assessment in conjunction with nursing personnel and other caregivers of the agency or community. Provide indicated services or assist patient in acquiring services within the community. Counsel patient regarding sudden infant death, AIDS, sterilization, family planning, family relationships, substance abuse and grief counseling. Assist patient with obtaining or getting services. Visit home of patient as indicated to assist with social, emotional, financial and housing problems. May supervise staff as a working supervisor or resource person/trainer.

**Minimum Education, Training or Experience:** Bachelors degree with a major in Social Work or Psychology and one (1) year of experience in professional social work that includes patient assessment and case management. A major in Sociology may be considered for this position if the individual has at least two (2) years of experience in case assessment and management.

**Starting Salary**: $20.30-$25.24/hr negotiable with additional experience. Grade 17

**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) **Social Worker II.**

**Starting Salary**: $20.30-$25.24/hr negotiable with additional experience. Grade 17

**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.