**1) Example of Large ad**

The (insert HD name) Health Department is accepting applications for a (FT/PT) **Nutrition Services Supervisor.**

**General Duties include**: This position serves under the general direction of the Director of Nutrition Services or Public Health Director. Responsibilities for this position include, but are not limited to: Performs work of moderate to complex nutrition case management of medically high risk individuals that may include physician prescribed dietary and nutrition regimens and intensive counseling (Medical Nutrition Therapy/MNT) and spends at least 50% of time in supervising the work of nutritionists and related staff. Coordinates, evaluates and schedules nutrition and related staff to provide appropriate nutrition services based on the needs of individual patients, community, special program clinics and home visits. Provide case management services in regard to MNT nutrition status of individuals in compliance with programmatic guidelines. Assess community nutrition needs. Collaborate with state and community agencies and assure that community groups receive appropriate nutrition education to assist in adequate and appropriate nutrition intake. Develop and implement community events and programs. Plan and deliver in-service training and education for public health personnel and other agencies. As requested, may assist Director of Nutrition Services in recruitment, direction and evaluation of nutrition staff. Actively participate in quality assurance and utilization reviews. Directly supervise nutrition staff and other related staff and complete performance evaluations. Assist the Director of Nutrition Services in developing and implementing plans for orientation, in-service training and continuing education. Maintains quality of services in accordance with agency policies and as outlined in the WIC & Nutrition Manual and Administrative Reference (AR).

**Minimum Education, Training or Experience:** See special requirements. Four (4) years of experience as a Registered Dietitian/Certified Nutritionist providing nutrition and health-related counseling and education.

**Substitution for Education, Training or Experience**: Masters Degree in human nutrition, dietetics, food and nutrition, community nutrition, food systems management or related area may be substituted for one (1) year experience.

**Special Requirements**: Must be a Registered Dietitian (RD) as provided by the Kentucky Board of Licensure and Certification as provided in KRS 310.021 or be certified as a Certified Nutritionist (CN) by the Kentucky State Board of Licensure and Certification as provided in KRS 310.031.

**Starting Salary**: $27.16-33.78/hr negotiable with additional experience. Grade 22

**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) **Nutrition Services Supervisor.**

**Starting Salary**: $27.16-33.78/hr negotiable with additional experience. Grade 22

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.