**1) Example of Large ad**

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

**General Duties include**: This position serves under the direction of the Health Education Director. Responsibilities for this position include, but are not limited to: Attend orientation sessions to develop an understanding of the role of the clinic in health assessment problems. Meet with members of the community to establish a working relationship and become familiar with available community resources. Assist in exchanging information with various organizations and agencies concerning health needs of the community and assist in assembling materials to be utilized. Gather health information for the public relative to the specialized program. Distribute health education materials by a variety of methods. Provide services according to the guidelines set by the Core Clinical Service Guide (CCSG) /Administrative Reference (AR). Participate as a team member, having a basic understanding of the team process. Demonstrate an awareness of public service announcements (PSA) and assist in writing public service announcements for radio and television. Submit written material to assigned supervisor for approval. Determine working contacts with radio, TV and newspaper personnel. Collect and analyze data for health program needs.

**Minimum Education, Training or Experience:** Bachelors Degree

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

**Starting Salary**: $18.07-$22.46/hr negotiable with additional experience. Grade 15

**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) **Health Educator I.**

**Starting Salary**: $18.07-$22.46/hr negotiable with additional experience. Grade 15

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.