**1) Example of Large ad**

The (insert HD name) Health Department is accepting applications for a (FT/PT) **Technical Consultant**

**General Duties include**: This position serves under limited direction of the Director or other appropriate designated program staff member. Responsibilities for this position include, but are not limited to;

Provide daily guidance, instruction and consultation for assigned program staff on regional or state-wide level. Conduct annual onsite

visits and follow-up review and evaluation of program to ensure quality assurance of service delivery as well as quantity of service requirements; assures that agency staff have needed equipment and information in order to comply with assigned area’s rules and guidelines; follow-up site visits for both work and administrative matters pertaining to assigned area. As needed, develop and conduct training, provide assistance or guidance in establishing policies or procedures of new and proposed legislation and licensing laws; these may include preparation of local or state required reports or grants as requested or required within areas of assignment and may include distribution to staff and general public. Act as liaison between the agency and state and federal officials to maintain and provide guidance and assistance to agencies and staff on confidentiality, privacy and ethics per guidelines; maintains confidentiality and privacy per guidelines. On a limited basis, may serve as working supervisor to assigned staff consistent with local and state guidelines. May on a limited basis and as required, provide other program duties within the agency established policies, procedures and licensing laws. May act as Supervisor for local program staff as assigned and if program requirements are meet.

**Minimum Education, Training or Experience:** Associate degree in Public Health, Community Health, Business or Public Administration or Health related and two (2) years of Public/Community health or professional coordination/management experience in a health-related organization.

**Substitution for Education, Training or Experience**: Bachelor’s in Health related or Business Administration field may substitute for one (1) year required experience. Master’s Degree in Health related or Business Administration field may substitute for the two (2) years of experience.

**Starting Salary**: $24.18-$30.06/hr negotiable with additional experience. Grade 20

**Apply at** <https://chfs.wd12.myworkdayjobs.com/CHFS>. 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) **Technical Consultant**

**Starting Salary**: $24.18-$30.06/hr negotiable with additional experience. Grade 20

A full listing of qualifications may be obtained at <https://chfs.ky.gov/agencies/dph/dafm/lhpb/Pages/merit.aspx>.  Apply at <https://chfs.wd12.myworkdayjobs.com/CHFS>.   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.