**1) Example of Large ad**

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

**General Duties include**: This position serves under the direction of the Director or other appropriate supervisor. Responsibilities for this position include, but are not limited to: Prepares and reviews detailed statistical data and clinical management program reports to evaluate health programs, oversees the management of program records, provides coordination of program services with internal and external entities and works with other staff/programs to assure communication, consistency and teamwork, Interprets policy relating to agency operating procedures and program administration, performs or assists in defining program goals and objectives and establishes methods and measures of accomplishing program based objectives, serves as a resource person for staff, participates in the selection, hiring and orientation processes of new employees and makes decisions on personnel policy matters affecting assigned staff, Trains employees in methods for performing an effective and efficient job, monitors and evaluates performance of staff and provides effective feedback of subordinate staff. Directs the work of employees to ensure best use of time and resources, attends training conferences in order to learn of program changes, performs quality assurance audits of providers for departmental tracking purposes and analyzes new and proposed legislation to determine impact on local programs, Assists service providers with administrative and technical matters by performing such tasks as helping to resolve billing problems, monitoring the quality of care provided and ensure that providers understand program guidelines. May provide professional program expertise to program staff assist them in determining client eligibility, benefits and appropriate services and referrals, maintains a constant liaison with state and federal officials regarding services and ensures that performance measures and standards for program/services are met.

**Minimum Education, Training or Experience:** Bachelors Degree and three (3) years of experience in a Public/Community health agency or health related position that would demonstrate the necessary knowledge, skills and abilities.

**Substitution for Education, Training or Experience**: Masters Degree in Public Health, Business Administration, Nursing, Nutrition, Epidemiology or Environmental Health may substitute for one (1) year experience. HS diploma/GED and combined education and experience totalingeight (8) years in a Public/Community health agency or health related position that would demonstrate the necessary knowledge, skills and abilities will substitute for the minimum requirements.

**Starting Salary**: $21.52-$26.75/hr negotiable with additional experience. Grade 18

**Apply at** [**https://KOG.CHFS.KY.GOV/HOME**](https://KOG.CHFS.KY.GOV/HOME). **Create a citizen 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) **Public Health Services Supervisor.**

**Starting Salary**: $21.52-$26.75/hr negotiable with additional experience. Grade 18

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> by creating a citizen account and then 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.