**1) Example of Large ad**

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

**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; Coordinate the assigned program or health care project providing services to clients needing treatment and/or other health care. Recommend or develop policies and procedures and interpret their use to ensure compliance in maintaining program accountability and effectiveness. Evaluate program/projects as required to improve the quality as well as quantity of service delivery. Provide technical assistance to program and office staff in areas of expertise. Represent the department on inter-agency councils and committees and attends meetings relating to area of responsibility. Maintain a collaborative relationship with health agencies. Prepare statistical reports on program performance, needs, services, information and demographic data. Contribute to and ensure the evaluation of program performance, monitor program operations through on-site visits. Review of reports and records, provide information and interpretation of the assigned program/special project to all departmental staff and to the general public and prepare program plans, policy manuals and other informational materials for distribution to staff, patients, clients and the general public to meet federal, state and agency reporting requirements. May Supervise.

**Minimum Education, Training or Experience:** Bachelors Degree. Two (2) years of experience in 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 totaling seven (7) years in a Public/Community Health agency or health related field that demonstrates the knowledge, skills and abilities will substitute for the minimum requirements.

**Starting Salary**: $19.15-$23.81/hr negotiable with additional experience. Grade 16

**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 Program Coordinator.**

**Starting Salary**: $19.15-$23.81/hr negotiable with additional experience. Grade 16

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.