**1) Example of Large ad**

The (insert HD name) Health Department is accepting applications for a full time **First Steps Services Coordinator**

**General Duties include**: This position serves under the general direction of the Public Health Services Manager – First Steps or other appropriate supervisor. Responsibilities for this position include, but are not limited to; Responsible for screening, travel and contacting families who have been referred to the First Steps program. Once screening has occurred, travel throughout the community contacting families who have been referred to First Steps to inform them of the referral and about the First Steps Program. Schedule and attend a home visit where a developmental and social history is completed and necessary First Steps papers and releases of information are signed by the parent. Make referrals for eligibility determination and assessments for program planning for clients. Schedule Individualized Family Services Plan (IFSP) meetings with family and service providers and facilitate IFSP meetings. Facilitate transition meetings with school systems and other community partners. Complete and submit necessary paperwork in a timely manner and complete necessary paperwork for billable services. Ensure that all regulated timelines are met. File records and attend necessary First Steps meetings and trainings. Assist families in finding community resources and other duties as assigned.

**Minimum Education, Training or Experience:** Bachelor’s Degree in Occupational Therapy, Speech Therapy, Physical Therapy, Family Therapy, Nursing, Social Work, Psychology or Education with Interdisciplinary Early Childhood Education certification and two (2) years of professional experience in a community health agency or similar early childhood education capacity that would demonstrate the necessary knowledge, skills and abilities of working with young children birth through five years of age or families of young children birth through five years of age or an Associate Degree in Nursing and two (2) years professional experience in working with children birth through five years of age may substitute for the required education.

**Substitution for Experience**: A Master’s Degree in Nursing, Nutrition, Occupational Therapy, Speech Therapy, Physical Therapy, Family Therapy, Psychology or Education with Interdisciplinary Early Childhood Education certification may substitute for one (1) year experience of working with young children birth through five years of age or families of young children birth through five years of age.

**Necessary Competencies:** Communication skills in interview, negotiation and mediating and providing informal support; Problem-solving by finding and utilizing services and resources, resolving conflicts, integrating services using formal and informal channels, and enabling families to use problem-solving; Organization by maintaining accurate data collection and resource information, exhibiting flexibility in scheduling, and developing plans; and collaboration and leadership through developing relationships with families, enabling families to develop their decision-making skills, and establishing collaborative relationships with service providers.

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

**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 full time

**First Steps Services 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://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.