**1) Example of Large ad**

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

**General Duties include**: This position serves under the general direction of the Director or other appropriate program supervisor. Responsibilities for this position include, but are not limited to; Primary duty to provide and direct Health Access Nurturing Development Services (HANDS) employees that provide services in early childhood education and family support to assist infants and toddlers from birth up to three (3) years of age and/or other health care projects. Make decisions on personnel policy matters affecting assigned staff, including performance monitoring/evaluation of staff, may participate in the selection, hiring and orientation processes of new employees to ensure best use of time and resources. May attend training conferences; conduct/facilitate meetings and training employees in methods for performing effective and efficient job. Provide professional program administrative and technical expertise and assist service providers and program staff. Assist or assign staff to help resolve billing problems, determine client eligibility, benefits and appropriate services and referrals. Prepare and review detailed statistical data/clinical management program reports and perform quality assurance audits to oversee/monitor program records/quality of care provided and coordination of program services with internal and external entities and ensure that providers/staff understand program guidelines. May provide input to new and proposed legislation to help determine impact on local programs/interpret policy relating to agency operating procedures and program administration. Perform/assist/serve as resource person in defining program goals and objectives and establish methods/measures of accomplishing program based objectives. May serve as a liaison between staff and state or federal officials regarding services and ensure that performance measures and standards for program/services are met. May conduct parent assessments and home visits as needed.

**Minimum Education, Training or Experience:** Bachelor’s Degree per special program requirements and three (3) years of professional experience in public or community health agency or similar capacity that would demonstrate the necessary knowledge, skills and abilities.

**Substitution for Education, Training or Experience**: Master’s Degree in Public Health, Business Administration or Human Services related field may substitute for one (1) year experience.

**OR**

Associate Degree in Nursing with Licensure in Kentucky or compact state and five (5) years of professional experience in public or community health agency or similar capacity that would demonstrate the necessary knowledge, skills and abilities will substitute for the education and experience requirement.

**Special Program Requirements**: Must be a licensed Social Worker or licensed Registered Nurse in Kentucky or compact state to supervise and conduct performance evaluations for staff that delivers direct services per 902 KAR 4:120.

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

**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) **HANDS 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://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.