**1) Example of Large ad**

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

**General Duties include**: This position serves under administrative direction of the Director or the appropriate personnel. Responsibilities for this position include, but are not limited to: Supervise social workers (50% or more of the time) and appropriate staff (clinical assistants, homemaker, social service aide, etc) in the provision of social work services, administrative program and financial management. Plan, prepare and conduct in-service education programs in social work for professional and allied health staff to keep abreast of social work practice and change in program standards. Prepare reports and summarize progress and activities at regular intervals. Maintain an appropriate caseload/treatment plan of patients and provide assessment of patient, social work services in clinic or home setting by case management. Attend meetings to represent the agency at the local, state and regional levels to obtain information on social service program, changes in program standards and program management to maintain current. Speak before area groups and organizations and other interested organizations on particular programs and advise the agency director, members of the medical staff on social services programs and standards.

**Minimum Education, Training or Experience:** Masters Degree in Social Work or Psychology or Sociology. Two (2) years of experience working in a public health agency in social work or other agency where social work knowledge, skills and abilities can be developed and applied.

**Substitution for Education, Training or Experience**: Bachelors Degree and two (2) years of experience working in a public health agency in social work or other agency where social work knowledge, skills and abilities can be developed and applied will substitute for the required education.

**Starting Salary**: $22.81-$28.36/hr negotiable with additional experience. Grade 19

**Apply at** [**https://KOG.CHFS.KY.GOV/HOME**](https://KOG.CHFS.KY.GOV/HOME). **Create a citizen’s 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) **Social Services Coordinator.**

**Starting Salary**: $22.81-$28.36/hr negotiable with additional experience. Grade 19

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>. Create a citizen’s account and 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.