**1) Example of Large ad**

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

**General Duties include**: This position serves under moderate direction of the Director or other appropriate social work personnel. Responsibilities for this position include, but are not limited to: Entry level position that familiarizes the incumbent with the various programs and services to conduct a social assessment of the patient by interviewing the patient in the clinic and/or home setting to determine services and resources needed. Prepare treatment plan based on the social assessment in conjunction with nursing personnel and other caregivers of the agency or community. Provide indicated services or assist patient in acquiring services within the community. Counsel patient regarding sudden infant death, AIDs, sterilization, family planning, family relationships, substance abuse and grief counseling. Provide reassessment of client according to program requirements, document in patient records; services received, changes, problems. Attend staff meetings and other appropriate staff meetings and educational activities.

**Minimum Education, Training or Experience:** Bachelor Degree with a major in Social Work or Psychology.

**Substitution for Education, Training or Experience**: Major in Sociology may be considered for this position if the individual has at least one (1) year of experience in case assessment and management.

**Starting Salary**: $17.04-$21.19/hr negotiable with additional experience. Grade 14

**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 Worker I.**

**Starting Salary**: $17.04-$21.19/hr negotiable with additional experience. Grade 14

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.