**1) Example of Large ad**

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

**General Duties include**: This position serves under the direction of the Director. Responsibilities for this position include, but are not limited to; The incumbent would spend the majority of time (in excess of 80%) in overseeing a complete social service program for the agency. Overseeing would include planning for services, implementing those services, directing and supervising staff to carry out and provide social services, performing administrative and financial management functions, evaluating the effectiveness and efficiency of social service programs and advising the Director of the agency on social service program(s).

**Minimum Education, Training or Experience:** Bachelors degree in Social Work or Psychology and five (5) years of experience in social work with one (1) of the four years of supervisory experience.

**Substitution for Education, Training or Experience**: Masters degree in Social Work or Psychology with one (1) year of experience in social work will substitute for required education.

**Starting Salary**: $30.52-$37.95/hr negotiable with additional experience. Grade 24

**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) **Director of Social Services.**

**Starting Salary**: $30.52-$37.95/hr negotiable with additional experience. Grade 24

**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.