**1) Example of Large ad**

The (insert HD name) Health Department is accepting applications for a (FT/PT) **Community Health Specialist.**

**General Duties include**: This position serves under the limited direction of the Public Health Services Supervisor or other appropriate supervisor. Responsibilities for this position include, but are not limited to; participate in community coalitions and other community groups planning goals and activities to address health priorities of a community. Work with others to facilitate completion of planned activities. Prepare and distribute press releases and conduct interviews with the media. Make presentations to groups on topics related to community health projects. Research for existing statistics on health indicators and participates in data collection when statistics are not available. Review publications and other appropriate materials and sources for further opportunities. Assist with completing applications for grants and other funding. Prepare or help review drafts of needed materials, contacts and build relationships with organizations, agencies, individuals and others in the community in order to form partnerships to address health priorities.

**Minimum Education, Training or Experience:** High School Diploma or GED and two (2) years of experience in public health or health related occupation where the skills, knowledge and other abilities can be demonstrated.

**Substitution for Education, Training or Experience**: Experience in public health or health related field will substitute for education on a year for year basis. Education may substitute for experience on a year for year basis.

**Starting Salary**: $15.17-$18.86/hr negotiable with additional experience. Grade 12

**Apply at** <https://chfs.wd12.myworkdayjobs.com/CHFS>. Completed application must be submitted by **(insert date) Transcripts must be provided before the closedate 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) **Community Health Specialist.**

**Starting Salary**: $15.17-$18.86/hr negotiable with additional experience. Grade 12

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.