**1) Example of Large ad**

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

**General Duties include**: This position serves under the limited direction of the appropriate supervisor. Responsibilities for this position include, but are not limited to; Participate in medical services clinics. Administer screening tests and measures. Follow-up of agency programs (environmental, screening of diagnostic clinical findings, compliance with prescribed regimes, etc.). Make medical, social, or environmental assessments in the homes. Participate in the development of training and train other community health workers and community volunteers giving assistance in the conduct of medical services clinics. Organize community groups for the promotion of health services and participate in community group discussions in support of improved personal and environmental health practices. Record all activities and services, record test results and prepare documents for data tabulation and analysis, as well as for patient-referral. May supervise.

**Minimum Education, Training or Experience:** High School Diploma or GED and one (1) year of experience in public health or in another position with the provision of social services, supportive services, personal care or related duties or an equivalent combination of experience and education.

**Starting Salary**: $14.31-$17.79/hr negotiable with additional experience. Grade 11

**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) **Community Outreach Worker II.**

**Starting Salary**: $14.31-$17.79/hr negotiable with additional experience. Grade 11

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.