**1) Example of Large ad**

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

**General Duties include**: This position serves under general direction of the Health Education Director or Public Health Director. Responsibilities for this position include, but are not limited to: Provide services according to the guidelines set by the Core Clinical Service Guide (CCSG) /Administrative Reference (AR). Provide consultation and assistance in the selection, development, utilization and evaluation of health education curriculum. Teach, disseminate and/or supervise the dissemination of appropriate health information to various organizations in the public, utilizing radio, TV and newspaper contacts. Assemble education information and materials to be utilized in presentations, ensuring that these materials are up to date. Demonstrate an understanding of cultural competency. Participate as a team member and refer to Health Education Director or Public Health Director as needed for general direction. Serve as supervisor for health educator and/or support staff. Coordinate and interpret the identification and assessment of health education needs and the available resources and communicating the results to the community. Coordinate health screenings, as assigned. Compile statistical information, assist with the analysis of data and prepare written reports to interpret data. Select, develop, utilize and evaluate health education curriculum, goals and objectives to provide in-service education to staff, teachers, volunteers and other community groups. Disseminate and/or supervise the dissemination of health information to the public relative to the health education programs.

**Minimum Education, Training or Experience:** Bachelor Degree and four (4) years of health related or education experience.

**Substitution for Education, Training or Experience**: Master’s degree or bachelor’s degree in health or human services fields will substitute for experience required (two years for Master’s and one year for Bachelor’s). A professional license in the health or human services fields will substitute for an additional year of experience.

**Starting Salary**: $24.18-$30.06/hr negotiable with additional experience. Grade 20

**Apply at** <https://chfs.wd12.myworkdayjobs.com/CHFS>. 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) **Health Education Coordinator.**

**Starting Salary**: $24.18-$30.06/hr negotiable with additional experience. Grade 20

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.