



MID-MICHIGAN DISTRICT HEALTH DEPARTMENT

An Accredited Local Public Health Department

www.mmdhd.org

CLINTON
Branch Office
1307 E. Townsend Rd.
St. Johns, MI 48879-9036
(989) 224-2195

GRATIOT
Branch Office
151 Commerce Drive
Ithaca, MI 48847-1627
(989) 875-3681

MONTCALM
Branch Office
615 N. State St., Ste. 1
Stanton, MI 48888-9702
(989) 831-5237

ADMINISTRATIVE OFFICES
615 N. State St. Ste. 2
Stanton, MI 48888-9702
(989) 831-5237

MARK W. (MARCUS) CHEATHAM
Health Officer

JENNIFER MORSE, MD
Medical Director

POSITION OPENING

Public Health Representative I, Full-Time Position Mid-Michigan District Health Department

Job Posting Date: April 12, 2018
Application Deadline: April 20, 2018

Mid-Michigan District Health Department has an opening for a full-time Public Health Representative I to provide public health services based on the core competency and essential functions of public health. This position will work under the Community Health and Education Division and based in the Clinton Branch Office located in St. Johns but will be expected to work district-wide.

General Description of Responsibilities:

At this level, the employee performs a variety of clerical and related administrative support duties developmental capacity while gaining knowledge and experience in office practices, operations, and the requirements of the work area and agency. This is the entry level in this series, with assigned responsibilities directed and monitored by supervisory, professional, and more senior staff and performed in accordance with agency policies and procedures or seeks guidance for clarity.

Qualifications:

- Possession of a high school diploma or equivalent with extra course work in office and clerical procedures and practices.
- Prior clerical experience in a clinic or medical setting helpful.
- Valid Michigan Driver's License.
- Physical Requirements: Sitting; standing; kneeling; bending and twisting; lifting to a maximum of fifty (50) pounds.

Hourly Wage Range – \$12.05 – \$14.72

Qualified applicants may submit a cover letter and resume along with a completed employment application that may be downloaded from our Agency website at www.mmdhd.org under – About MMDHD/Employment and send to: Mid-Michigan District Health Department, Attn: Human Resources, 615 N. State St., Suite 2, Stanton, MI 48888 or e-mail: hr@mmdhd.org by April 20, 2018. EOE.