



MID-MICHIGAN DISTRICT HEALTH DEPARTMENT

An Accredited Local Public Health Department

www.mmdhd.org

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GRATIOT
Branch Office
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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, Part-Time Position Mid-Michigan District Health Department

Job Posting Date: March 5, 2018
Application Deadline: March 16, 2018

Mid-Michigan District Health Department has an opening for a part-time (0.6 FTE—24 hours/week) 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 Environmental Health Division and be based in the Montcalm Branch Office located in Stanton but will be expected to work district-wide. This position is *office clerical*.

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 office setting preferred.
- 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 March 16, 2018. EOE.