

## JOB POSTING

### **Public Health Representative Full-time Position**

**Job Posting Date:** April 21, 2021  
**Application Deadline:** April 28, 2021 by 4:30 pm

Mid-Michigan District Health Department is hiring for a **full-time Public Health Representative** to provide public health services based on the core competency and essential functions of public health. This position's base will be in the **Montcalm Branch Office** located in Stanton and will be expected to work district-wide. This position will work under the supervision of the Community Health and Education Division.

#### **General Description of Responsibilities:**

Public Health Representatives (PHR) are employees that perform a full range of clerical, medical assisting and related administrative support duties using independent judgment in making decisions where alternatives are determined by policies, procedures, and past practices. Assigned responsibilities are completed under general direction of supervisory and professional staff.

***Experience and knowledge of storage and handling of vaccines is recommended, specifically with this position.***

#### **Qualifications:**

- Possession of a high school diploma or equivalent with extra course work in office, clerical and medical procedures and practices.
- Possession of a valid Michigan vehicle operator's license, own transportation, and ability to travel as required.
- Physical Requirements:
  - Climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, lifting, and writing and repetitive motions.
  - Exert up to 50 pounds of force occasionally, and/or a negligible amount of force constantly to move objects.

Starting hourly wage – \$12.94

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](http://www.mmdhd.org) under – About MMDHD/Careers 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](mailto:hr@mmdhd.org) by 4:30 pm on April 28, 2021. EOE.