

CLINTON OFFICE

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Saint Johns, MI 48879-9036
(989) 224-2195

GRATIOT OFFICE

151 Commerce Dr.
Ithaca, MI 48847-1627
(989) 875-3681

MONTCALM OFFICE

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

JOB POSTING

**Public Health Representative
Part-time Position (0.6 FTE)**

Job Posting Date: July 27, 2021
Application Deadline: August 10, 2021

Mid-Michigan District Health Department is hiring for a **part-time (0.6 FTE) 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 **Gratiot Branch Office** located in Ithaca and will be expected to work district-wide. This position will work under the supervision of the Environmental Health 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.

Key areas of responsibilities/skills:

- Uses information technology to collect, store and retrieve public health information including environmental health information.
- Performs with high level of accuracy account-keeping activities such as receiving payments, preparing receipts and tallying receipts.
- Strong customer service skills.
- Update and maintain client records including scanning and/or transitioning hard copy records to an electronic format.

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 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 by August 10, 2021. EOE.