



Is a career in public health right for you?

If you believe passionately about improving and protecting the health and well-being of those in your community, then public health is the career for you!

BENEFITS OF WORKING IN PUBLIC HEALTH

Improving your Community – The overall health of your community will be impacted by your efforts. This personal satisfaction is a key reason why so many choose this career.

Helping Families – Designing programs to helping children and teens with their overall health and well-being, helping families afford health or dental care, helping with family planning... few careers offer the chance to help families as a whole quite like public health.

Help With Prevention – A big part of public health lies in preventative care. That means you'll actually help prevent the illnesses that impact the health of so many, and you may even be on the front lines in the battle against diseases.

Boosting Environmental Health – By identifying different health risks posed by the environment, one can work to bring about change on multiple levels. An environmental health professional helps to protect our water, ensures proper sewage disposal, ensures the food we eat at restaurants is safe, and much more.

Leadership Opportunities – In many cases a public health career will lead to a position as a leader in your field.

Professional Benefits – Most jobs in public health don't just offer a competitive wage. Most also provide medical and dental insurance, flex medical spending accounts, life insurance, personal time off, paid sick time, paid holidays, and pensions.

Dynamic – If you're looking for a career that is constantly evolving, you can't do much better than public health.

Visit our website to learn more about the field of public health, to explore our programs and services, and to see if we have any job openings: www.mmdhd.org

Proudly serving Clinton, Gratiot, and Montcalm Counties since 1965.

Clinton County Branch Office: 1307 E. Townsend Road, St. Johns, MI 48879

Gratiot County Branch Office: 151 Commerce Drive, Ithaca, MI 48847

Montcalm County Branch Office: 615 N. State Street, Stanton, MI 48888

PUBLIC HEALTH CAREERS

Administrative Services Division

This division has the duty of overseeing the day-to-day operations of the health department.



Accounting Clerk: Associates degree (accounting or business related field). Two year's billing experience desired.

Performs a variety of general bookkeeping and accounting support tasks, maintains records of client receivable balances and other revenue control activities.

Administrative Assistant: High school diploma or equivalent with coursework in office and clerical procedures. Performs advanced level secretarial duties. Serves as clerical support for sensitive labor relations and collective bargaining issues. Coordinates and monitors contractual agreements and compliance.

Data Specialist: Bachelor's degree (Epidemiology/Data Analysis or related field).

Analyzes and disseminates the agency's data resources. Acquires data from different sources and maintains databases. Ensures data integrity and security.

Division Director: Bachelor's degree (Health Services, Business Administration, Public Administration). Masters preferred. Oversees and coordinates the finance, human resources, quality improvement and management information systems. Provides general oversight for the administrative services division.

Emergency Preparedness Coordinator: Bachelor's degree (Health Education, Public Health or related field).

Responsible for developing and coordinating emergency preparedness activities and plans, which includes planning, designing, testing and implementing public health preparedness and response.

Finance Specialist: Associates degree in accounting or business or equivalent

Assists with the administration of day-to-day operations of the accounting and bookkeeping functions, which may include payroll, accounts payable, and auditing.

Health Officer: Master's degree (Public Health, Health Administration or related field).

Responsible for taking actions and making determinations necessary to protect the public health and prevent disease, and to carry out the legal function of the department.

Human Resources Specialist: Associates degree (Administration or equivalent).

Assists with the administration of the day-to-day operations, including employee relations, benefits, and compensation. Requires knowledge of rules, regulations, and policy/procedures.

IT Coordinator: Bachelor's degree (computer science, information systems, or related field).

Provides leadership and coordination for complex multi-user network/hardware operating systems, including evaluation, design, installation, configuration, maintenance and technical support. Must have general knowledge of IT functions.

IT Specialist: Bachelor's degree with courses in computer science or related field

Assists with maintaining hardware and software applications. Must have knowledge of IT functions.

Public Health Representative: High school diploma or equivalent

Performs a full range of clerical, medical assisting and related administrative support duties.

Public Information Officer: Bachelor's degree (Public Relations, Communications or related field).

Responsible for informing the community on public health topics and agency awareness. Identifies effective channels of communication. Researches, develops, and designs communication materials.

Quality & Improvement Coordinator: Bachelor's degree (Health Administration, Business Management or related field).

Lead employee for quality improvement initiatives and the performance management system. Also responsible for the coordination of activities for both the National Public Health Accreditation Board (PHAB) and the State of Michigan Local Public Health Accreditation Programs.

Supervisor: Bachelor's degree (Business Administration, Public Administration or related field).

Oversees programs, supervises staff and participates in the daily operation of the division.

PUBLIC HEALTH CAREERS

Environmental Health & Education Division

This division has the duty of enforcing environment-related laws to ensure a safe and healthy environment for residents and visitors within the Health District's jurisdiction. Program areas include: body art, food service, drink-

Division Director: Bachelor's degree (Environmental Health or related field). REHS or RS required

Responsible for planning and administering EH programs. Administers programs (enforcement, education) implements

Federal, state, and local EH laws. Responsible for overall assessment of community's environmental health as well as policy development.

EH Specialist: Bachelor's degree (Environmental Health, Biology, or related field).

Evaluate and seek improvement of environmental conditions which could adversely affect the public health.

Requires extensive skill working with the public.

Public Health Representative: High school diploma or equivalent

Perform a full range of clerical, medical assisting and related administrative support duties.

Supervisor: Bachelor's degree (EH or related field). Professional registration as a Sanitarian in MI

Supervises staff and participates in program management, administration, implementation, and evaluation. Participates in daily oversight of operation of programs.



Community Health & Education Division

This division has the duty of providing programs and services to ensure a safe and healthy population. Program areas include: communicable disease, breastfeeding support, Children's Special Health Care Services, Hearing and Vision, immunizations, lead poisoning prevention, WIC, Pathways to Better Health, reproductive health, oral health, HIV/STD testing and counseling,

Community Health Worker: High school diploma or equivalent

Obtains needed health and human services for clients to secure better health outcomes. Link clients to community resources, and assists them in overcoming barriers to health, social services, education and employment.

Division Director: Bachelor's degree in nursing and current State of MI Registered Nurse license. Master's preferred
Responsible for planning, development, implementation, and evaluation of the division's programs. Responsible for overall assessment of community health needs with goal of enhancing the health of the community.

Epidemiologist: Bachelor's degree (Epidemiology or related field).

Responsible for surveillance, monitoring, and planning in area of chronic and communicable disease control and prevention. Identifies program needs, collects and analyzes data, prepares reports, recommends program modifications.

Health Educator: Bachelor's degree (Health Education, Education Communications, or related field).

This entry-level position is responsible for planning and organizing community health education programs, dissemination

of health information to the public and promoting, organizing, and guiding community health activities.

Hearing & Vision Technician: High school diploma or equivalent

This certified position is responsible for the screening of children to detect possible vision, hearing and/or speech problems, consult with school staff, assist with training new technicians, and recommend referrals as needed.

Medical Director: - License to practice as a physician and surgeon in MI. Possession of a master's degree in PH.

Serves as chief medical authority, directing all medically related activities in the districts, enforcing State laws and local regulations pertaining to public health.

Michigan Care Improvement Registry Coordinator: Bachelor's degree (health education or related field).

Coordinates activities for MCIR program in Region 3. Responsible for oversight and delegation of Public Health Representative assigned to MCIR duties.

Public Health Nurse: Possession of a current license to practice as a registered nurse in Michigan

Must be knowledgeable in assessing community health needs. Must exercise skill in working with clients and families, employees, and the public. Must understand traditional public health activities and understand chronic disease control and prevention.

Certified Nurse Practitioner: Bachelor's or Master's degree in nursing. Possession of license to practice as NP in MI.

Completion of program with emphasis in women's health care.

This position is fully responsible for the initiation and maintenance of health care to health department clients.

Oral Health Coordinator: Registered Dental Hygienist in the State of Michigan

Identifies and provides support for community dental needs and services. Promotes oral health through increased community oral health literacy.

Prevention Coordinator: Bachelor's degree (Public Health, Health Education, or Health Promotion).

Identifies needs within the community around health issues and prevention initiatives. Promotes prevention programs and activities through community partnerships, collaboration, community support, and technical assistance.

Public Health Representative: High school diploma or equivalent

Perform a full range of clerical, medical assisting and related administrative support duties.

Registered Dietitian: Bachelor's degree (dietetics/human nutrition or related field). RD certification required

Responsible for planning and implementing agency's nutrition services. Must exercise skill in working with clients and families, staff, and the public. Must understand public health activities and chronic disease control and prevention.

Supervisor: Bachelor's degree (nursing, health education, or related field). Must possess appropriate license

Supervises staff and participates in program/clinic management, administration, implementation, and evaluation.

Participates in development and implementation of program policies, procedures and protocols.

WIC Peer Counselor: High school diploma or equivalent and breastfeeding experience.

Gives basic breastfeeding information and encouragement to breastfeeding moms