Mid-Michigan District HEALTH DEPARTMENT
CLINTON • GRATIOT • MONTCALM

**CLINTON OFFICE**
1307 E. Townsend Rd.
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 (Medical/Clinic Setting)**
**Full-time**

**Job Posting Date:** **March 3, 2025**
**Application Deadline:** **March 14, 2025, 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 **Clinton Branch Office** located in St. Johns and will be expected to work district-wide. This position will work under the supervision of the Community Health and Education Division with job duties in medical/clinic setting.

**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 medical history information.
- Update and maintain client records including scanning and/or transitioning hard copy records to an electronic format.
- Successfully completes required training and curricula.
- Ability to work with various software applications/programs.
- Strong computer skills with high level of accuracy data entry and customer service skills.
- Strong attention to detail in working with data and numbers.

**Qualifications:**
- Possession of a high school diploma or equivalent with extra course work in office, clerical and medical procedures and practices. Preferred medical assistant.
- 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 – $16.17. Competitive benefit package includes 14 paid holidays, sick and vacation leave after 30 days, and defined benefit retirement plan just to name a few.

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 4:30 pm on March 14, 2025. EOE.