Mid-Michigan District HEALTH DEPARTMENT
CLINTON • GRATIOT • MONTCALM

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JOB POSTING

Public Health Representative (Office Clerical) – Full-Time

Job Posting Date: **October 26, 2026**
Application Deadline: **November 4, 2026, by 4:30 pm**

Mid-Michigan District Health Department is hiring 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 Environmental Health Division with job duties in office 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:

- 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.
- Excellent written and verbal communication skills.
- Proficiently complete general office practices and utilize general office equipment.

With working in the Environmental Health area job duties:

- Receive & review water samples and required paperwork.
- Intake well & septic permit applications.
- Intake fixed & temporary food license applications.
- Advance Food Training (AFT) Class –update schedules & contact attendees.
- Prepare various correspondence letters (well, septic, food & other programs.)
- Other duties as assigned.

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 – $17.53. 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 November 4, 2026.

An Equal Opportunity Employer - *We are an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law.*