

VAN BUREN/CASS DISTRICT HEALTH DEPARTMENT

VAN BUREN COUNTY
Human Services Building-West
57418 CR 681, Suite A
Hartford MI 49057
Telephone (269) 621-3143
Fax (269) 621-2725

MEDICAL DIRECTOR
Larry Wile, MD
ADMINISTRATOR/HEALTH OFFICER
Jeffery L Elliott, BBA

www.vbcassdhd.org

CASS COUNTY
302 S. Front St
Dowagiac MI 49047
Telephone (269) 782-0064
Fax (269) 782-0121

POSITION POSTING

PUBLIC HEALTH PROGRAMS TECHNICIAN PART TIME

Minimum Requirements: Bachelor's Degree in Public Health or related degree from an accredited University. Experience with analyzing, interpreting and collecting data for public health epidemiological surveillance activities. Skill in assembling data and preparing accurate records, reports and correspondence. Excellent data entry and word processing skills. Knowledge of Netsmart-Insight software desirable. Need excellent communication skills, both oral and written. Must have good organization abilities, able to work independently and be Multi-task oriented. Bilingual in Spanish a plus.

General Responsibilities: Data entry into specific public health data bases, analyzing and interpretation of epidemiological data that is reported to Public Health. Utilize multiple Public Health System Databases to interpret epidemiological information and disseminate to Department Coordinators and Medical Director as urgent/emergent information occurs. Submitting reports to State and Federal agencies. Disease Surveillance including contacting individuals for disease surveillance and educating client's regarding transmission, prevention and intervention of specific reportable disease processes. Attend mandatory trainings and obtain certification for disease surveillance activities and environmental health activities.

Salary: Negotiable

Contact: Jeffrey L. Elliott, BBA
Administrator/Health Officer
Van Buren County Public Health Department
57418 CR 681, Suite A
Hartford MI 49057
Phone (269) 621-3143, ext 1337

EOE