DISTRICT HEALTH DEPARTMENT NO. 2

Secretary – Community Health Worker (CHW)

Position Type: Full-Time | Non-Exempt | AFSCME | Grant-Funded

Location: Onsite | Tawas, Michigan

Pay Rate: $16.35/hour

Why Join Us?

Our mission is to provide leadership in promoting environmental and personal health through health promotion, disease detection, disease prevention, education, and regulation.

- Meaningful, mission-driven work
- Collaborative and supportive team environment
- Comprehensive benefits package including MERS retirement with match, health insurance, and paid days off

Make a Difference in Public Health

District Health Department No. 2 is seeking a motivated and compassionate Secretary – Community Health Worker (CHW) to join our Public Health team. This position combines essential clerical support with direct community engagement to improve health outcomes. As a key member of a multidisciplinary public health team, you will help address social determinants of health, reduce barriers to care, and promote overall well-being through outreach and education.

Key Responsibilities

- Greet visitors, answer phones, schedule appointments, and respond to inquiries
- Prepare, format, proofread, and manage documents and correspondence
- Maintain organized filing systems (electronic and paper)
- Maintain records, files, and electronic data systems (EMR, Microsoft Office, Outlook)
- Screen, assess, and refer individuals to address social determinants of health
- Connect clients and families to community services and resources
- Conduct home visits and participate in community outreach events
- Manage a caseload and maintain accurate documentation
- Provide client support in a respectful, culturally competent, and non-judgmental manner
- Maintain strict confidentiality in compliance with HIPAA

What We're Looking For

Minimum Qualifications:

- High school diploma or equivalent required
- Strong communication and customer service skills
- Proficiency with Microsoft Office and general computer systems
- Reliable transportation; and valid Michigan driver's license and proof of insurance (if driving for work)

Preferred:

- Associate degree preferred
- One (1) year of clerical experience preferred (medical/clinic setting a plus)
- Experience working with diverse populations and ability to provide culturally sensitive services

Work Environment & Physical Requirements

This position primarily works in clinic and office settings, with travel to community locations. Responsibilities may include:

- Standing, bending, and moving throughout clinic or home environments
- Occasional lifting up to 25 pounds
- Exposure to bloodborne pathogens (Category A) with full OSHA-compliant protections in place
- Participation in emergency response activities as needed

How to Apply

If you're ready to advance your public health career while making a lasting community impact, we encourage you to apply. Applications are available at District Health Department No. 2 offices and on our website at www.dhd2.org.

Submit application and resume to:

Email: dlaird@dhd2.org	**OR**	Mail / Dropoff: District Health Department No. 2 630 Progress St. West Branch, MI 48661

Note: An application must be completed prior to interview.

Equal Opportunity Employer

District Health Department No. 2 is an Equal Opportunity Employer committed to building a diverse, inclusive, and culturally competent workforce.

This position will remain posted until filled.