



"Your Local  
Health Department"

## Branch - Hillsdale - St. Joseph Community Health Agency

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Fax (517) 278-2923

20 Care Drive  
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[www.bhsj.org](http://www.bhsj.org)

### Personal Health & Disease Prevention Director Vacancy Announcement

The Personal Health & Disease Prevention Director is under the supervision of the Health Officer and oversees all performance activities in the following programs; Women, Infants, and Children Nutrition Program (WIC), Immunizations, Communicable Disease Prevention, Sexually Transmitted Infection Prevention and Treatment, Children's Special Health Care Services, Hearing and Vision Clinics, HIV Testing and Counseling, Breastfeeding Education and Support, Blood Lead Testing, and Fluoride Varnishing. Duties include, but are not limited to, ensuring minimum program indicators are met, developing and implementing quality assurance measures, developing a quality improvement plan for Personal Health & Disease Prevention Services, collaborating with other division Director's in the Agency, public health providers in the tri-county region, and state and local agencies. The ideal candidate will possess strong budget and financial skills. The successful applicant must provide their own reliable transportation, be able to work independently and lead staff by utilizing good oral and written communication skills.

#### Employment Qualifications:

Education: Bachelor of Science in Nursing or equivalent experience. Master's Degree in Public Health or Nursing preferred.

Certification: Registered Nurse or Licensed Nurse Practitioner in Michigan  
Possession of a valid Michigan Driver's License

#### Salary and Fringe Benefits:

This is a full-time administrative position. The current salary range for this position is \$56,335.50 to \$67,450.50 annually. BHSJCHA offers a full range of fringe benefits including Health, Dental, Optical, and Life Insurances, Sick and Annual Leaves, an Employer Contributed Retirement Savings Plan, Flexible Spending Plan.

#### Application Process:

Qualified applicants should submit their resumes with cover letter by March 30, 2018 to:  
Rebecca A. Burns, M.P.H., R.S.  
Health Officer  
Branch-Hillsdale-St. Joseph Community Health Agency  
570 Marshall Rd.  
Coldwater, MI 49036  
[burnsr@bhsj.org](mailto:burnsr@bhsj.org)