

Macoupin County



Public Health Department

Current Job Openings as of December 21, 2021

Environmental/Janitorial 1 Full-time and 1 Part-time position open

Department: Janitorial

Reports to: Maintenance Coordinator

Union Position

Janitor is responsible for cleaning and maintaining buildings.

EDUCATION, EXPERIENCE AND SKILLS REQUIRED

- No Experience required
- Ability to understand and be compliant with HIPPA Guidelines
- Physical endurance which includes lifting heavy objects, bending, squatting and standing for extended periods of time
- Good knowledge of safety procedures as well as experience working with chemicals, good handling of tools, mechanical skills and adherence to safety measures
- May be exposed to bodily fluids in the event of emergencies but not as a normal part of the job
- Responsible for sweeping, cleaning, mopping, dusting, vacuuming, emptying waste bins, clean windows, doors, glasses and mirrors
- Responsible for resupplying or restocking restroom paper products and toiletries such as air freshener, towels and soap
- Periodic duties include waxing the floors
- Periodic inspection of utilities such as smoke detectors, HVAC vents, filters
- Seasonal duties such as trimming shrubs, cutting grass, snow removal
- Inspecting areas that may need maintenance such as replacing light bulbs and other minor repairs
- Member of the Risk Management Team
- Other duties as assigned

ILLUSTRATIVE EXAMPLES OF WORK

- Take good care of the building and follow safety procedures
- Maintain the supply and equipment needed for cleaning duties
- Meet with any authority in the building to make request for items needed for work
- Friendly and outgoing
- Good skills at being attentive to the needs of patients/visitors and coworkers
- May be exposed to bodily fluids in the event of emergencies but not as a normal part of the job

Applications available in Human Resources or with the Clinical Director. Applicants can send a cover letter and resume to humanresources@mcphd.net

Environmental Health Inspector

Department: Environmental Health

Reports to: Environmental Health Inspector

Non-Union Position

Environmental Health Inspector, under continually recurring supervision, receives training in and performs semi-technical duties in the field of environmental health; makes routine inspections to determine compliance with applicable laws; observes, assists, and receives training in investigations of complaints of a routine nature.

EDUCATION, EXPERIENCE AND SKILLS REQUIRED

- High School diploma or GED; and
- 9 hours of college science coursework; or
- Be an incumbent approved by the Illinois Department of Public Health currently employed as an Environmental Health Inspector I or II as of the effective date of these specifications
- Computer knowledge and work experience.
- Good organization skills and good communication skills
- Requires ability to follow oral and written instructions
- Strong communication and critical thinking skills.
- Good time management skills.
- Knowledge and experience with Microsoft and Microsoft Applications
- Dependable and Consistent

ILLUSTRATIVE EXAMPLES OF WORK

- Receives training in the environmental health programs.
- Conducts routine environmental health program inspections and duties including, but not limited to, programs in food sanitation, potable water supplies, private sewage disposal, solid waste, tanning, radon, smoke-free Illinois, tobacco-free communities, nuisance control, and insect and rodent control.
- Prepares activity reports and records of inspections and investigations.
- Assist and makes collections of data and documentary evidence for use in prosecution of cases of non-compliance and epidemiological investigations.
- Understands state laws, local ordinances, rules and regulations; offer guidance on sanitation practices and principles; advises regarding improvements or corrections necessary to assure compliance with applicable laws, rules, and regulations.
- Collect, analyze, and interpret data and make reasoned recommendations
- Participate in emergency response activities as assigned.
- Receive immediate training on HIPPA regulations and maintain an up-to-date knowledge of all HIPPA policies and procedures.
- Other duties as assigned

Applications available in Human Resources or with the Clinical Director. Applicants can send a cover letter and resume to humanresources@mcpd.net

Field Support Specialist – Part-Time or Full-Time

Department: Health & Wellness

Reports to: Assistant Behavioral Health Director

Non-Union Position

The primary responsibility of the specialist is to engage clients after clinic hours, weekends, and holidays for individuals seeking assistance with substance use disorders. Duties include general client support, client needs assessment, and assistance with in-patient admissions through any site we are working with in Macoupin or Montgomery Counties. Work hours may include clinic hours as needed to complete a part-time or full-time work week schedule.

Prefer CADC certification or willingness to become CADC certified within one year
1 year or more of lived experience in recovery (personal, family, friend, etc.)

High school diploma or GED

Ability to pass a background check and urine drug screen

Reliable transportation and valid driver's license

CPR certified

Will actively obtain training hours and successfully pass certification tests

Facilitate patient encounters by assisting with admission and discharge paperwork.

Knowledge of the holistic approach to recovery and wellness (mind, body, spirit, and environment).

Ability to practice non-judgmental behavior

Ability to share experiences

Ability to enjoy and improve the lives of others

Applications available in Human Resources or with the Clinical Director. Applicants can send a cover letter and resume to humanresources@mcphd.net

Lead Medical Front Office Assistant

Department: Maple Street Medical

Reports to: Assistant Medical Director

Union Position

Lead Medical Front Office Assistant coordinates schedules of office assistants and is the preceptor for training.

EDUCATION, EXPERIENCE AND SKILLS REQUIRED

- High School diploma or GED
- Two years office management experience
- Two years grant accounting management experience
- Typing speed of 50 w.p.m.
- Ability to read, interpret documents, write clear and concise reports and correspondence.
- Strong organizational skills.
- Problem solving and math skills.
- Working knowledge of ICD/9/CPT coding and related fields.
- Working knowledge of computers and willingness to learn mandated computer programs.
- Good communication skills, verbal and written.
- Must possess the ability to work with physicians, personnel, and patients.

ILLUSTRATIVE EXAMPLES OF WORK

- Supervises all secretarial operations of the School Linked and Community Care Health Center.
- Analyzes and organizes office operations and procedures including bookkeeping, correspondence, filing, requisitions of supplies, etc.
- Provides input in the hiring of other front office staff.
- Performs Quality Assurance activity regarding accuracy and completeness of logs, Medicaid records and billing codes.
- Orders and maintains office supplies, assists with ordering medical supplies and educational supplies.
- Evaluates office production and revises procedures and implements new or changed office practices.
- Instructs other front office staff in the performance of these tasks. Handles the health center's incoming funds.
- Maintains and updates cash receipt journal, expenditure ledger, revenue ledger, deposit files and records.
- Maintains petty cash fund.
- Assists in developing and maintaining all forms to be used in the health center, including: charts, correspondence, consents, etc.
- Answer phones, assisting caller with non-technical questions and procedures.
- Directs calls to appropriate person or agency, school, hospital or staff member.
- Schedules appointments for appropriate staff members.
- Receives and welcomes patients and visitors.
- Determines appropriate agency to bill public aid, grant funds, private insurance and completes billing.

- Maintains patient charts, ensures accuracy and confidentiality.
- Receive immediate training on HIPAA regulations and maintain an up-to-date knowledge of all HIPAA policies and procedures.
- Willingness to be cross trained to provide other integrated services as needed.
- Performs other duties as required or assigned.
- Has read, reviewed and agrees to work and support the mission statement of the MCPHD.
- Satisfactorily completes and attends trainings required for job responsibilities.
- Reports any suspected child abuse/neglect to Department of Children and Family Services (DCFS).
- Member of the Risk Management Team

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Front Office Assistant

Department: SFW and Columbian Blvd (Float)

Reports to: Assistant Medical/Dental Director

Union Position

Office Assistant is responsible for scheduling patients, greeting patients/visitors, ensuring information is obtained and entering all relevant data into EHR. Office Assistant will provide optimum attention to the needs and concerns of our patients/visitors at all times. Reports to the Clinical Director and Assistant Clinic Supervisor.

EDUCATION, EXPERIENCE AND SKILLS REQUIRED

- High School diploma or GED
- Office experience required. Medical and/or dental office experience preferred.
- Computer knowledge and work experience required
- Good organization skills and good communication skills required
- Basic Life Support (BLS)
- Requires limited to normal mobility in order to move from workstation to workstation; reach telephones and computer boards; bend over to file.
- Ability to lift up to 20lbs is required.
- Ability to sit for lengthy periods is required.
- May be exposed to bodily fluids during emergencies, but not as a normal part of the job.
- Computer skills are required
- Friendly, polite and outgoing with patients/visitors
- Good skills at being attentive to the needs of patients/visitors and co-workers.
- Knowledge and experience with Electronic Medical Records is required
- Dependable and Consistent

ILLUSTRATIVE EXAMPLES OF WORK

- Obtains necessary information and completed forms to complete an accurate registration process for all patients being seen in the clinic.
- Verifies all information obtained is complete and accurate.
- Enters information into the Practice Management system, to ensure that patients are registered appropriately, and billing can be completed in a correct and timely manner.
- Communicates timely and accurately with all Provider and support staff to help direct patients to their rooms or operatories to be seen.
- Answers phones appropriately, timely and provides necessary information and/or obtains necessary information. Returns calls in an appropriate manner.
- Schedules appointments as needed for patients.
- Flexible when needed when scheduling changes occur.
- Maintains a daily deposit bag and balances it daily.
- Monitors equipment and takes necessary steps to get repairs made when needed.
- Monitors supplies and takes necessary steps to replenish as needed.
- Maintains manuals as needed.
- Communicates necessary information with other staff as needed.
- Performs other duties as assigned consistent with those outlined above.

- Assist providers with procedures as needed.
- Provide education to patients regarding Health Center policies and procedures.
- Front Office Assistant is required to know and understand all State and Government required measures. Front Office Assistant will assist in making sure that all measures are met and will document their part during the registration process.
- Other duties as assigned

Applications available in Human Resources or with the Clinical Director. Applicants can send a cover letter and resume to humanresources@mcphd.net

Dental Assistant

Department: Maple Street Dental

Reports to: Assistant Dental Director

Union Position

Dental Assistant is responsible for working closely with the Dentist and/or Hygienist as needed. They will assist in providing dental care to the patients, perform duties chair side, four handed dentistry area. Dental Assistants will treat patients with courtesy and respect in a professional manner. Reports to the Clinical Director and Assistant Clinic Supervisor

EDUCATION, EXPERIENCE AND SKILLS

- High School diploma or GED
completion of training as a Certified Dental Assistant by the American Dental Association, or two years of experience as a Dental Assistant
- Computer knowledge and work experience beneficial
good organization skills and good communication skills required
- Ability to deal tactfully with patients and others in various situation
- Ability to handle instruments and materials carefully and safely
- Basic Life Support (BLS)
- Requires ability to be mobile without limitations and to stand for long periods of time.
- Ability to lift, up to 40lbs is required.
- Ability to handle intermittent sitting, bending and reaching.
- May be exposed to bodily fluids during routine duties; must always wear gloves, safety goggles and other related safety equipment and follow proper exposure safety procedures
- Deals with radiography procedures and must follow related safety guidelines.
- Friendly, polite and outgoing with patients/visitors
- Ability to plan ahead and anticipate issues
- Must maintain appropriate knowledge of dental assisting through ongoing education and/or training
- Good skills at being attentive to the needs of patients/visitors and co-workers.
- Dependable and Consistent
- Other duties as assigned
- Ability to sit for lengthy periods is required.
- Good skills at being attentive to the needs of patients/visitors and co-workers.
dependable and consistent

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LCSW Licensed Clinical Social Worker or LCPC

Department: Medical/Behavioral Health

Reports to: Assistant Behavioral Health Director

Non-Union Position

The LCPC or LCSW is responsible for providing direct patient care including assessment, educational and therapeutic mental health services to children, adolescents and adults as allowed within their scope of service. The LCPC or LCSW works as part of a collaborative team and works in conjunction and consultation with a licensed Psychiatrist and a Family Practice Physician. Reports to the Clinical Director

EDUCATION, EXPERIENCE AND SKILLS

- Graduate of accredited program for Masters Degree Counselor.
- Current Licensure to practice in the state of Illinois. Must be certified to work with children and adults.
- At least one year of supervised experience providing direct service in a clinical setting.
- Experience in an integrated behavioral health and primary care organization a plus.
- Maintain certification through appropriate credentialing bodies.
- Must possess professional knowledge of psychiatric principles, practices, and process gained through extended clinical study and experience in order to provide psychiatric care to clients.
- Must possess the ability to maintain strict client and organizational confidentiality, adherence to standards for mental health record keeping and HIPAA requirements.
- Must possess excellent communication skills.

ILLUSTRATIVE EXAMPLES OF WORK

- Provide mental health assessments, education and treatment plans in identified areas and maintain appropriate health records.
- Provide therapy consistent with medical evaluation, treatment plan and current standard of practice.
- Refer clients for more specialized or inpatient interventions as clinical situations dictate
- Participate in a team management approach to patient care/treatment.
- Familiarity with financial plans, Medicaid, Medicare and all private insurance companies.
- Strong organizational skills and communication skills required.
- Ability to maintain satisfactory working relationships with other employees and general public is a must.

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