

Macoupin County



Public Health Department

Current Job Openings as of June 21, 2022

Dental Assistant

Department: 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
- Must be up to date on all required vaccinations, including COVID-19

Lead Dental Assistant

Department: Dental

Reports to: Assistant Dental Director/Dental Program Supervisor

Union Position

Lead Dental Assistant is responsible for working closely with the Assistant Dental Director, Dental Clinic Supervisor, Dentists and/or Hygienist as needed. They will assist in providing dental care to the patients, perform duties chairside, four handed dentistry, along with the training and monitoring of all dental assistants at their location. Lead Dental Assistants will treat coworkers' and patients with courtesy and respect in a professional manner.

EDUCATION, EXPERIENCE AND SKILLS

- Completion of training as a Certified Dental Assistant by the American Dental Association, or five years of experience as a Dental Assistant
- 1-year ERM Computer knowledge required
- Good organization skills with strong attention to details
- Strong communication skills, problem solving skills and conflict resolution skills required

ILLUSTRATIVE EXAMPLES OF WORK

- Keep maintenance records and communicate with Assistant Dental Director to schedule maintenance needs.
- Communicate inventory needs with assistant dental director
- Organize and rotate dental materials
- Ability to train and assign dental assistants as needed
- Must deal professionally with coworkers, patients, and others in various situations
- Monitor skills of dental assistants, including annual competencies.
- Assist Dental Clinic Supervisor in defining goals and objectives of MCPHD dental assistants
- Demonstrate strong problem solving and conflict resolution skills
- Ability to handle instruments and materials carefully and safely
- Basic Life Support (BLS)
- Receive immediate training on HIPPA regulations and maintain an up-to-date knowledge of all HIPPA policies and procedures.
- 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 required PPE
- Follow proper exposure safety procedures
- Perform digital radiography procedures and follow all related safety guidelines.
- 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
- Must consistently demonstrate a high level of Integrity, Self-awareness, Ownership, and Responsibility.
- Must consistently demonstrate gratitude and empathy.
- Ability to delegate and be a team player, offering resources and autonomy to teammates. Strong coaching and monitoring skills, holding team members accountable.
- Desire to positively motivate their team members and provide them with positive direction, diffusing conflict or drama to promote a healthy, happy working environment.
- Serve as a role model for all employees through adherence to positive support of all Macoupin County Public Health Department policies, programs and activities
- Knowledge of all Macoupin County Public Health personnel policies and procedures
- Works with Human Resources to conduct employee evaluations and to resolve employee issues
- Other duties as assigned

Front Office Assistant

Department: Morgan Street Medical/BH/Dental

Reports to: Assistant Medical 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 Assistant Medical Director.

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.
- Must be up-to-date on all vaccinations, including COVID-19
- Other duties as assigned

Health Educator Coordinator

Department: Public Health

Reports to: COO/ Public Health Administrator

Non-Union Position

Works in an advisory capacity during strategic planning and performs promotional work in planning, organizing, and conducting comprehensive public health education in the area served by Macoupin County Public Health Department (MCPHD). Promotes health education activities with voluntary and official health agencies; communicates to community, professional, and lay groups the plans and objectives of various public health activities and collaborates with these groups to meet the objectives. Writes and reports on specific grants, as instructed by the administrator. Sets goals and objectives of a health education team and

writes monthly progress reports, as well as provide a final yearlong health education activity report. Performs tasks and oversees the work and time management of the health education staff as instructed by the administrator. Works as part of a health education team to ensure that all tasks are completed and that all aspects of health education are utilized.

EDUCATION, EXPERIENCE AND SKILLS

- A bachelor's degree in community health education or biological sciences with two years of full-time experience in community health; or
- A registered nurse with two years of full-time experience in community health with management training and/or working in a management capacity; or
- Alternate qualifications to be considered at the discretion of the administrator.
- Fundamental knowledge of the principles, theory, and social aspects of health education.
- Fundamental knowledge of the methods and techniques used in designing and promoting public health education programs.
- General knowledge of the principles used in the organization and administration of public health.
- General knowledge of the functions, activities, and contributions of various public health personnel.
- Awareness and acceptance of racial, social, and cultural characteristics of people.
- Fundamental knowledge of chemistry, biology, microbiology, and the structure and functions of the human body.
- Ability to write, plan, organize, and conduct a comprehensive public health education program within the area served by MCPHD.
- Ability to provide leadership to the health education staff and to the health care community and consumers in the development and promotion of public health education program.
- Ability to design and conduct studies to develop new or improve existing health education methods and techniques.
- Ability to establish and further cooperative working relationships with various community leaders, volunteer groups, professional health personnel, and other agencies.
- Ability to present ideas effectively, both orally and in writing.
- Ability to work independently and as a vital member of a team.
- Background knowledge of Health Education theories and models.
- Background knowledge of program development, implementation, and evaluation.
- Must be up-to-date on all vaccinations, including COVID-19

ILLUSTRATIVE EXAMPLES OF WORK

- Plans, organizes, and conducts comprehensive public health education programs in the School Linked schools and areas served by MCPHD.
- Plans, organizes, and schedules all back to school outreach events and other public health outreach events within the schools and surrounding communities, including public influenza vaccine clinics. This will require direct collaboration with the Assistant Medical Director to accommodate staff scheduling for all outreach events.

- Participates and supervises the preparation, selection, and distribution of health education materials such as videos, pamphlets, exhibits, public notices, press releases, and other materials promoting public health. Evaluates the effectiveness of these materials to reach stated goals and objectives.
- Carries out studies and surveys to develop new or improve existing health education programs, methods, and techniques. Conducts evaluations to determine program effectiveness.
- Plans and implements the health education portion of in-service training programs and provides technical assistance to professional staff members, voluntary agency personnel, school personnel, and others to enhance program effectiveness in relation to clientele served.
- Provides leadership and guidance to health education staff and to local civic and professional organizations in the development of meetings, conferences, special courses, and programs in the field of public health.
- Writes, plans and conducts programs designed to promote and stimulate interest in health education. Speaks before various community groups and provides access to additional resources and educational materials.
- Consults with agency and health education staff on methods of analyzing various health problems. Makes recommendations regarding the development of educational methods and programs in accordance with the Illinois Project of Local Assessment Needs (IPLAN).
- Will 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.
- Report any suspected child abuse/neglect to DCFS.
- Any other duties as assigned

Revenue Cycle Coordinator - Dental Billing

Department: Billing/Administration

Reports to: Revenue Cycle Manager Dental, COO and CFO

Non-Union Position

The Revenue Cycle Specialist Dental is a key member and contributor to the success of the Practice. This “attention to detail” position provides in depth support for all insurance related duties of the office to ensure all treatment/procedures ordered by the provider are covered under the patient’s insurance plan. The Revenue Cycle Specialist will work closely under the supervision of the Revenue Cycle Manager – Dental and will provide support to the Revenue Cycle Medical/Behavioral Health/Public Health Team on a regular basis.

EDUCATION, EXPERIENCE AND SKILLS REQUIRED

- High School diploma or equivalent required.
- One year or more experience in Revenue Cycle/billing and claims adjudication required.
- Demonstrate effectiveness in written and verbal communication.
- Proficiency in Microsoft Office applications.
- Knowledge in Federal and State regulations.
- Accuracy and organization are a must.
- 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.

ILLUSTRATIVE EXAMPLES OF WORK

- Assist in the resolution of claims with the goal of increasing revenue for the clinic
- Research and resolution of denials and unpaid claims to avoid loss of aged AR.
- Research and resolution of all outstanding Accounts Receivable
- Posting of EOBs will reflect the processing of the claim by the insurance carrier in such a way that balances may be forwarded to the next responsible party, and in a way that all denials can be monitored through reporting by use of line item reason codes.
- All EOBs posted will be scanned to create an electronic batch based on the date they were posted
- Adjudication of all unpaid claims.
- Run reports regularly to indicate, via line item reason codes, what claims need re-worked to obtain further resolution based on how the claim denied.
- Run and complete required weekly and monthly reports to secure MCPHD's financial health.
- Understands and monitors all business related function of the patient visit from point of entry to accurate adjudication of the patients' accounts
- Adjudication of unpaid claims
- Unpaid claims report run regularly to show which claims have not yet been processed by the billed insurance carrier. Claim status will be checked via phone call or online options, and properly adjudicated based on the claim status
- Specific areas of responsibility include Revenue Cycle Training, Credentialing, Claims Management, Billing, Collections, Patient Insurance, Date Processing, Integrity of Patient Accounts, Accounts Receivable Management, practice management system file maintenance, and third party revenue cycle vendors
- Responsible for provider reimbursement programs, policies, and strategies to ensure unit cost controls meet or exceed corporate objectives for medical cost containment
- Analyzes claims, utilization, and dental cost data
- Meets internal goals and external benchmarks in the Revenue Cycle
- Resolves escalated reimbursement issues with payers and systems for optimal management of account receivable
- Steps forward to address difficult issues
- Takes ownership and overcomes Revenue Cycle challenges.

- Develops, implements, maintains the Practice's Revenue Cycle Standard Operating Procedures (SOPs) for the Dental Department.
- May develop training materials to facilitate staff training of SOPs, systems metrics, government regulations, etc.
- Identifies new goals and visions to assist team in maximizing Revenue Cycle return.
- Processes all School Based Dental billing to maximize remittance on claims filed.
- Performs other duties as assigned

Macoupin County Public Transportation Driver for the Macoupin County Center for the Developmentally Disabled

Drives primarily for MCDD in Carlinville taking attendees to and from the school and other field trips and outings August – May. Public Transportation driving May – July

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EDUCATION, EXPERIENCE, AND SKILLS

- High School diploma or GED
- Valid driver's license
- Valid car insurance
- Clean driving record
- Must be at least 21 years of age.

ILLUSTRATIVE EXAMPLES OF WORK

- Attention to detail.
- Good communication skills
- Patience
- Ability to work with the public and peoples of different backgrounds and abilities.
- Willingness to learn and adapt to different situations and challenges.
- Ability to lift packages up to 20lbs.
- Ability to push/load wheelchairs and other mobility devices.
- Split shift: morning and afternoon route
- Assist clients on and off vehicle.
- Maintain a clean vehicle.
- Work closely with dispatch team and MCDD staff
- Satisfactorily complete and comply with all trainings required by MCPT, MCPHD, & MCDD
- Receive immediate training on HIPAA regulations and maintain an up-to-date knowledge of all
- HIPAA policies and procedures.
- Perform other duties as required or assigned.

LCSW Licensed Clinical Social Worker

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 Master's 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.
- Must be up to date on all required vaccinations, including COVID-19

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.
- Must be up to date on all required vaccinations, including COVID-19

School Linked School Counselor

Department: Medical/Behavioral Health

Reports to: Assistant Behavioral Health Director

Non-Union Position

The school counselor advises and counsels students regarding short-term social and emotional challenges. The counselor will assist in identifying students who may need targeted or intensive services, and coordinates with behavioral health specialists. Provides brief counseling to address social and emotional concerns and appropriately refers students to behavioral health specialists. Consults, facilitates, and maintains communication with parents, teachers, administrators and pertinent agents.

EDUCATION, EXPERIENCE AND SKILLS

- A Bachelor's degree from an accredited college or university in social work, psychology or closely related mental health discipline.
- Elementary knowledge and skills relative to diagnosis and treatment of emotional/mental disorders
- Elementary knowledge and skills in working with and utilizing community resources
- Elementary knowledge and skills of the dynamics of casework, group work and community organizations
- Ability to accept and utilize supervision and consultation
- Ability to maintain satisfactory working relationships with other employees and general public
- Ability to perform intake, conduct diagnostic interviews and provide counseling services
- Knowledge and experience with Electronic Medical Records is required

ILLUSTRATIVE EXAMPLE OF WORK

- Communicates, coordinates and collaborates with behavioral health specialists on developing and implementing student support systems
- Ability to organize tasks and manage time to meet many and varied deadlines
- Communicate effectively with students, parents, school administrators and other staff, including the ability to discuss topics which may be sensitive
- Assists with assessments, intake and patient monitoring
- Provides emergency and crisis intervention services in consultation with assigned supervisor
- Participates in clinical staff meetings
- Provides counseling service to individual clients, groups and families
- Prepares client records, reports, data and required statistics
- Attends and contributes to public education and informational activities
- 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
- Has read, reviewed and agrees to work and support the mission statement of MCPHD
- Satisfactorily completes and attends training required for job responsibilities
- Reports any suspected child abuse/neglect to Department of Children and Family Services (DCFS)
- Must be up to date on all required vaccinations, including COVID-19
- Any other duties as assigned.

Psychiatric Nurse Practitioner
Department: Medical/Behavioral Health
Reports to: Behavioral Health Director
Non-Union Position

The Psychiatric Nurse Practitioner is responsible for providing direct patient care including diagnostic, preventive, educational and therapeutic mental health services to children, adolescents and adults. The Psychiatric Nurse Practitioner works as part of a collaborative team and works in conjunction and consultation with a licensed Psychiatrist and a Family Practice Physician.

EDUCATION, EXPERIENCE AND SKILLS REQUIRED

- Graduate of accredited program for Advanced Nurse Practitioner
- Current Licensure to practice in the state of Illinois. Must be certified to work with Children.
- 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 processes 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.
- Must be up to date on all required vaccinations, including COVID-19

ILLUSTRATIVE EXAMPLE OF WORK

- Provide medical assessment, care and appropriate referral of patients.
- Meets regularly with the School Linked Health Center staff and Medical Director to review quality of program, review relevant clinic data, and makes recommendations regarding current and future operations.
- Meets regularly with the Clinic Administrator/Clinic Director to review quality of patient care, policies and procedures and assess marketing initiative.
- Attends appropriate meetings and serves on required committees as deemed necessary for the overall benefit of the School Linked Health Center.
- Supports the philosophy, mission, and goals of the Maple Street clinic Federally Qualified Health Center and the Certified School Linked Health Center.
- Relates in a positive constructive manner with all patients, clinic staff, supervisors and others as deemed necessary for the performance of the job as Nurse Practitioner.
- Maintains confidentiality with regards to all patient information.

- 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.
- 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).
- Reports suspected elder abuse to Department of Aging and other appropriate authorities.
- Reports suspected domestic violence/rape to appropriate agencies/authorities.
- Prompt referral to Medical Director of emergency/urgent patient visits to the clinic for prompt formulation of medical management and triage.
- Prompt referral of psychiatric patients with suspicion of lethality to Medical Director and Mental Health facility for immediate medical management triage.
- Perform medical screening programs for preventive care as directed by the Macoupin County Public Health Department Administrator.
- Provide mental health assessments, diagnosis, and treatment plans in identified areas; lifesaving and support measures in emergency situations; provide medication management for patients and maintain appropriate health records.
- Prescribe pharmaceutical 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
- Maintain appropriate files; develop and follow through on treatment plans within organizational guidelines; and prepare reports on the clinical management of patients
- Maintain quality care through participation in peer review, policy development and quality improvement programs
- Maintain appropriate documentation of clinical and counseling services, including all necessary billing information
- Ensure accurate and consistent use of encounter forms of all client contacts with behavioral health providers to ensure accurate billing of third party resources
- Maintain and update professional knowledge and proficiency through continuing education, staff meetings, workshops and serving on special committees.
- Must be up-to-date on all vaccinations, including COVID-19
- Performs other duties as assigned consistent with those outlined above

Registered Dental Hygienist

Department: Dental

Reports to: Assistant Dental Director

Union Position

Responsible for removing plaque from and polishing a patient's teeth during a routine checkup. Screening patients, reviewing a patient's oral health history and teaching appropriate

brushing and flossing techniques. Provide services based on prevention and the hygiene of the mouth, teeth and gums. Identify and treat early signs of gum disease.
Reports to the Clinical Director and Assistant Dental Director.

EDUCATION, EXPERIENCE AND SKILLS REQUIRED

- High School diploma or GED
- Completion with diploma from a recognized Dental Hygiene Program State of Illinois License
- A minimum of 1 year of supervised experience providing direct service in a clinical setting
- Maintains certification through appropriate credentialing organizations
- Must possess professional knowledge of oral health principles, practices and processes
- 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
- Dependable and Consistent

ILLUSTRATIVE EXAMPLE OF WORK

- Provide professional dental care to the patient
- Works closely with the Dentist and/or Hygienist as needed
- Performs duties in the chair side, four handed dentistry area
- Contributes to the goal that patients are treated with courtesy and respect in a professional manner by all dental staff
- Must be up-to-date on all vaccinations, including COVID-19
- Other duties as assigned.

Send your Resume to humanresources@mcphd.net or applications are available in Human Resources or with the Chief Executive Officer.