



Current Job Openings as of January 25, 2023

Substance Use Case Manager/Crisis Counselor

Department: Medical/ Behavioral Health

Reports to: Substance Abuse Program Manager Site Supervisor

Non-Union Position

Under direct supervision of a Licensed Clinical Social Worker, the Case Manager/Crisis Counselor provides assessment and case management, diagnostic and counseling services for a designated client population concentrating on public health and health center patients and maternal and child health participants in the areas of mental health, alcoholism, substance abuse, domestic violence, dealing with extreme stress and/or other community health programs.

EDUCATION, EXPERIENCE AND SKILLS REQUIRED

- A bachelor's degree from an accredited college or university in social work, psychology or closely related mental health discipline.
- A minimum of two years or more experience in family health, mental health and/or substance abuse care.
- Elementary knowledge and skills relative to diagnosis and treatment of emotional/mental disorder, alcoholism and/or substance abuse.
- Elementary knowledge skills in work and utilizing community resources
- Elementary knowledge and skills of the dynamics of casework, group work and community organization
- Ability to accept and utilize supervision and consultation
- Ability to maintain satisfactory working relationships with other employees and the general public
- Ability to perform intake, conduct diagnostic interviews and provide counseling service, including crisis intervention and case management
- Knowledge and experience with Electronic Medical Records is required
- Ability to be mobile without any limitations or restrictions
- Must be able to lift a minimum of 50 pounds
- Must be able to perform CPR and any life-saving techniques
- Must be up-to-date on immunizations and vaccinations, including COVID-19

ILLUSTRATIVE EXAMPLES OF WORK

- Screen client requests for service as a regularly assigned intake worker; makes appropriate referrals.
- 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
- May make home visits
- 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)
- Performs other duties as assigned

Nurse Practitioner

Department: Medical/Behavioral Health

Reports to: Clinical Director

Non-Union Position

The Nurse Practitioner (Mid-Level Provider) provides medical care to patients under the supervision of the Maple Street Clinic Clinical Director.

EDUCATION, EXPERIENCE AND SKILLS REQUIRED

- Graduate of accredited program for nurse practitioners.
- Current licensure to practice in the State of Illinois.
- Experience and training in the field of Ambulatory Care and/or Pediatrics.
- Maintain certification through appropriate credentialing bodies (ANCC or AANP)
- Must possess the ability to work with physicians, personnel, and patients.
- Working knowledge of ICD/9/CPT coding and related fields to ICD10
- Ability to be mobile without any limitations or restrictions
- Must be able to lift a minimum of 50 pounds
- Must be able to perform CPR and any life-saving techniques
- Must be up-to-date on immunizations, 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.
- Other duties as assigned.

Environmental Health Sanitarian

Department: Environmental Health

Reports to: Environmental Health Director/COO/Public Health Administrator

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

- Bachelor of Science degree from an accredited college or university with a minimum of 30 semester hours or equivalent in the basic sciences and/or biological services
- 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
- License: Environmental Health Practitioner In-Training or Environmental Health Practitioner license (LEHP) in accordance with the State of Illinois Environmental Health Practitioner Licensing Act
- Valid driver's license and automobile insurance
- 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
- Ability to be mobile without any limitations or restrictions and able to live a minimum of 50 pounds
- Must be able to perform CPR and any life-saving techniques
- Dependable and Consistent
- Must be up-to-date on immunizations and vaccinations, including COVID-19

ILLUSTRATIVE EXAMPLES OF WORK

- Reviews plans, issues permit, and inspects food service facilities, private sewage disposal systems, private water supplies, body art and tanning operations, vector control
- Receives training in the environmental health programs
- Conducts routine epidemiological surveys, 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
- Conducts educational sessions on relevant environmental health topics, programs, services
- Must complete any and all prescribed certifications and/or courses relevant to position
- 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

Environmental Health Inspector

Department: Environmental Health

Reports to: Environmental Health Director 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

- Associates Degree with at least 9 hours of college science coursework; or
- Certification: successful completion and maintenance of approved Food Service Manager's Certification
- 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.
- Ability to be mobile without any limitations or restrictions
- Must be able to lift a minimum of 50 pounds
- Must be able to perform CPR and any life-saving techniques
- Knowledge and experience with Microsoft and Microsoft Applications
- Dependable and Consistent
- Must be up-to-date on immunizations and vaccinations, including COVID-19

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.
- Issues citations for non-compliance of Illinois Smoke-Free Act
- 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.
- Confers with supervisor regarding continuing and/or serious violations
- Collect, analyze, and interpret data and make reasoned recommendations
- Enforces all County ordinances relative to Environmental Health
- 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.

- Must complete any and all prescribed certifications and/or courses relevant to position
- Other duties as assigned

COMPLIANCE OFFICER/RISK MANAGER

Department: Administration

Reports to: Chief Operating Officer, Chief Executive Officer, Board of Directors

Non-Union Position

Authority

The Compliance Officer has principal authority and responsibility for the development, implementation, oversight, and evaluation of all aspects of the Macoupin County Public Health Department's Compliance Program. The Compliance Officer is authorized to investigate all instances of suspected illegal or unethical conduct and may, upon obtaining appropriate authorization, and consistent with the Macoupin County Public Health Department's budget constraints, seek the advice of qualified legal counsel and hire outside investigators and/or consultants.

In holding such authority, the Compliance Officer is assured direct access to the Macoupin County Public Health Department's CEO, COO, and the Macoupin County Public Health Department's Board of Directors—unless the matter involves Macoupin County Public Health Department's CEO, in which case the Compliance Officer may report independently to the Board of Directors in accordance with the Corporate Compliance Plan and to qualified legal counsel for the purpose of making reports and recommendations on compliance matters.

The Compliance Officer also serves as the Macoupin County Public Health Department's Risk Manager. The risk manager manages the operation of the organization-wide risk management and patient safety programs and provides guidance to clinical staff. The risk manager develops and maintains systems within the organization to detect, monitor, prevent, organize, measure, investigate, report, and manage patient adverse events, malpractice claims, incident reports, and other indicators of potential harm to patients, visitors, employees, and volunteers. The organization's key aims in this area are to be on the leading edge of improving health outcomes and service, increasing patient safety, and reducing error in healthcare processes. This position will be vital to accomplishing these objectives.

Reporting

The Compliance Officer/Risk Manager is a member of the Macoupin County Public Health Department's senior management and reports directly to the CEO and the COO, who oversees the individual's performance as the Compliance Officer/Risk Manager, which may include meeting certain professional goals and objectives; recruiting, supervising, and mentoring subordinates; demonstrating and encouraging leadership; and maintaining good judgment and discretion in carrying out the duties as the Compliance Officer/Risk Manager.

EDUCATION, EXPERIENCE AND SKILLS REQUIRED

- Minimum requirement of a Bachelor's Degree or equivalent prior experience in healthcare compliance and risk management.
- Minimum of three years' clinical and Electronic Health Record experience preferred.
- Risk management experience highly desirable.
- Computer knowledge required. Experience with standard Microsoft Office or related products required and experience in database management and systems development desired.
- Ability to demonstrate organizational skills and communication skills, with the ability to anticipate situations that require advance planning to avoid problems and/or errors.
- Ability to be mobile without any limitations and have ability to lift up to 50 lbs.
- Ability to handle extended periods of standing, sitting, bending, and reaching.
- Ability to perform CPR and any life-saving techniques
- Expert knowledge in the clinical care process, procedures, and guidelines.
- Must be friendly and outgoing.
- High-energy, organized, persistent, and creative individual with strong communications, interpersonal, and critical thinking skills. Excellent communication skills. Must be adept at communicating with all staff and providers required for any issue. Demonstrated ability to deal tactfully with co-workers, patients, and others in various situations.
- Previous experience in a supervisor or leadership role is required with proven management ability and experience including a thorough understanding of quality improvement (QI) processes, tools, and techniques; quality measurement and reporting; root cause analysis and preventive risk management strategies; accrediting bodies' standards; and state and federal regulations.
- Ability to function effectively, independently, and efficiently in a stressful and dynamic work environment.
- Must be up-to-date on immunizations and vaccinations, including COVID-19

ILLUSTRATIVE EXAMPLE OF WORK

The Compliance Officer has all of the duties and responsibilities that are ordinarily delegated to Compliance Officers. As part of these duties and responsibilities, the Compliance Officer is responsible for the following Compliance Program activities on behalf of the Macoupin County Public Health Department:

- Overseeing and monitoring the development and implementation of the Macoupin County Public Health Department's Compliance Program through establishment of a Corporate Compliance Plan, policies and procedures (including the Standards of Conduct) and an annual compliance work plan;
- Identifying high risk areas through risk assessments and other means;
- Identifying methods to reduce the Macoupin County Public Health Department's vulnerability to fraud and abuse, such as conducting periodic audits, developing effective lines of communication on compliance issues, and preparing written standards and procedures.

- Periodically revising the Compliance Program and compliance policies and procedures in light of changes in the needs of the Macoupin County Public Health Department, changes in the law and/or in the standards and procedures of government and private payor health plans;
- Reviewing and developing policies related to compliance to the Board and developing procedures implementing policies approved by the Board.
- Developing, coordinating, and participating in a training program that focuses on the components of the Compliance Program and seeks to ensure that all individuals affiliated with the Macoupin County Public Health Department (i.e., board members, employees, contractors, vendors, agents, and volunteers) are knowledgeable of, and comply with, pertinent federal and state standards and the Macoupin County Public Health Department Compliance Program, including the Corporate Compliance Plan, policies and procedures (including the Standards of Conduct);
- Coordinating with Human Resources to ensure that the Health and Human Services Office of Inspector General's (HHS OIG's) List of Excluded Individuals and Entities, the General Services Administration's (GSA's) System for Award Management, and the Illinois Exclusions Lists, if applicable, have been checked with respect to all individuals affiliated with the Macoupin County Public Health Department.
- Receiving reports or allegations of unethical or improper conduct or business practices and responding to such reports. This includes conducting investigations independently or in coordination with qualified legal counsel, or by delegating the responsibility for conducting an investigation to other staff or to a qualified third-party and implementing and monitoring appropriate corrective action and subsequent compliance.
- Coordinating with Human Resources to ensure the consistent and fair application of disciplinary action, when applicable; and
- Reporting information on the activities of the Compliance Program to the CEO and COO on a regular basis.
- The Compliance Officer provides quarterly reports to the full Board. At least once each year the Compliance Officer's report is made in an executive session between the Board and the Compliance Officer (excluding senior managers). The Board Chair may request more frequent reports from the Compliance Officer, as necessary.
- Supervising and management of the MCPHD Medical Records staff members and ensuring compliance with applicable federal and state laws and regulations concerning medical records maintenance and release.

The Risk Manager has all of the duties and responsibilities that are ordinarily delegated to Risk Managers. As part of these duties and responsibilities, the Risk Manager is responsible for the following Risk Management activities on behalf of the Macoupin County Public Health Department:

- Proactively evaluate areas of organizational risk based on internal assessment and external benchmarking and implement strategies and policies that promote patient and staff safety.
- Promote the occurrence reporting process including trending and reporting of results, identification of problem-prone areas, and facilitation of prevention initiatives.

- Direct the investigation of all potentially compensable events (preventable adverse events).
- Lead the review of serious occurrences requiring root-cause analysis or failure mode and effects analysis. Disseminate lessons learned and process improvement plans.
- Meet regularly with leadership to provide detailed reports on all serious incidents, claims, and risk-related issues.
- Respond to sentinel events and other serious occurrences and provide expert advice on the management and reporting of such events to administrative and clinical leadership and staff.
- Conduct immediate/appropriate response to any serious occurrence/complaint representing actual or potential patient, visitor, or employee injury. Monitor and take subsequent actions to ensure learning, compliance, and documentation.
- Analyze all statistical reports and advisories that identify risk management and patient safety patterns and trends for leadership.
- Serves as the organizations Claims Management point of contact in managing and implementing all aspects of the Macoupin County Public Health Department's Claims Management Procedure. Ensures maximum protection from discovery of all claims/potential claims materials. Coordinate claims investigation and legal defense processes.
- Serve as liaison to external regulatory agencies for purposes of patient and physician reporting, event investigation, and response.
- Keep up to date with new and revised state and federal regulations and statutes related to health centers and patient care. Review and evaluate related policies and procedures and recommend revisions as needed. Create new policies for approval, as needed.
- Actively participate in a variety of committees as assigned.
- Annually evaluate risk management and patient safety program for improvement opportunities.
- The Risk Manager provides Quarterly Risk Management Assessments to the Quality Assurance Team and to the Board of Directors for approval. The Risk Manager presents the Risk Assessment Annual Board Report to the Board of Directors for approval. The Board Chair may request more frequent reports from the Risk Manager, as necessary.
- Other duties as assigned.
- Evaluates all incidents for severity, frequency, and probability of financial loss, and reports as necessary to appropriate administration, committees, and personnel.
- Maintains internal MCPHD reporting system.
- Presents summary information to outside legal counsel and to the CEO with an opinion as to potential for litigation. Management the documentation and computerized files of all claims.

Compliance

This position requires compliance with the Macoupin County Public Health Department's written standards, including the Corporate Compliance Plan, policies and procedures

(including the Standards of Conduct). Such compliance will be an element considered as part of the Compliance Officer's regular performance evaluation.

Failure to comply with the Macoupin County Public Health Department's written standards, which may include the failure to report any conduct or event that potentially violates legal or compliance requirements or the Macoupin County Public Health Department's written standards, will be met by the enforcement of disciplinary action, up to and including possible termination, in accordance with the Macoupin County Public Health Department's Personnel Policy.

Behavioral Health Nurse Coordinator

Department: Medical/Behavioral Health

Reports to: Assistant Director of Behavioral Health

Non-Union Position

Behavioral Health Nurse coordinator will be responsible for overseeing the Psychiatric Mental Health Nurse Practitioner's patient schedule and clinical workflow, ordering, promoting community wellness, quality management of CMS & USD measures, triage/answering patient calls, medication refills, case management, and schedules.

EDUCATION, EXPERIENCE AND SKILLS REQUIRED

- RN or LPN in the state of IL
- Valid Driver's License
- Bachelor's degree in nursing, an Associate's degree in nursing or a diploma in nursing from an accredited school; 3 years full time nursing experience, 2 of which preferred to be in a health department/community health setting, 1 year of Behavioral Health experience preferred.
- Data management and word processing skills.
- Ability to apply basic principles and practices of professional nursing in the public health setting.
- Ability to carry out successful community, client and professional relationships within the scope of employment.
- Requires familiarity with the medical-legal aspects of public health nursing
- Ability to be mobile without limitations or restrictions
- Must be able to lift a minimum of 50 pounds
- Must be able to perform CPR and any life-saving techniques
- Must be up-to-date on immunizations and vaccinations, including COVID-19

ILLUSTRATIVE EXAMPLE OF WORK

- Functions as a RN or LPN in all clinic situations as needed once training has been completed. This generally includes everything but Communicable Disease and WIC.
- Obtains laboratory specimens.

- Operates medical equipment to perform tests.
- Documents encounters and maintains records in an orderly manner.
- Reports findings as legally required.
- Counsels' client as appropriate.
- Works within the guidelines of standing orders.
- Makes appropriate standard referrals and follows-up as needed.
- Interviews parent/guardian/client eliciting information in regard to allergies, reactions to previous medications, and any other pertinent information.
- Reviews client record and checks informed consent making sure that parent/guardian/client understands the information and the need for signature.
- Must have knowledge and understanding of CMS and UDS Measures as they pertain to a Federally Qualified Health Center
- Must have the ability to effectively manage multiple tasks throughout the workday. Tasks including triage answering patient's questions and complaints, medication refills, emergency response within the clinic, patient intake, performing point of care testing, administering immunizations, administering medications, patient education, case management and referrals
- Must have the ability to manage provider schedules to provide the most efficient workflow to maximize insurance reimbursement
- Knowledge of NextGen EHR is a benefit
- Follows written standing orders for emergency procedures as needed.
- Maintain files and complete encounter notes as required.
- Make referrals and follow-up as appropriate.
- Requests assistance from local health organizations and school health officials as needed.
- Ensures maintenance of equipment for use in health centers.
- Schedule patient visits
- Obtain pertinent medical records
- Keeps detailed medication inventory logs and is responsible for disposing of expired medications per OSHA regulations.
- Administers injectable medications as ordered by providers and observes clients for reaction after injections.
- 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.
- Has read, reviewed and agrees to work and support the mission statement of the MCPHD.
- Satisfactorily completes trainings required for job responsibilities.
- Reports any suspected child abuse/neglect to Department of Children and Family Services (DCFS)
- Performs other duties as required or assigned.

Medical Assistant

Department: Maple Street Medical

Reports to: Assistant Medical Director

Union Position

Medical Assistant will perform a wide variety of activities, which will include both direct patient care of all ages and office functions. Direct care will be both in the clinic and over the phone. Medical Assistant will be required to complete tasks involving the use of assessment, planning, intervention, and evaluation skills. All patient care is provided under the direct supervision of the physician and/or mid-level providers. Reports to the Clinical Director and Assistant Clinic Supervisor.

EDUCATION, EXPERIENCE AND SKILLS REQUIRED

- Graduate from an accredited medical assistant program required and Medical Assistant Certificate preferred.
- Coursework in pharmaceuticals and medication administration is preferred.
- Knowledge of prior authorizations preferred.
- Able to perform Basic Life Support (BLS) - Required.
- Ability to be mobile without any limitations or restrictions
- Ability to lift 50 pounds
- Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures and governmental regulations.
- Ability to read and interpret reports, business correspondence and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers and the general public.
- Computer skills are required.
- Knowledge and experience with Electronic Medical Records is required
- Direct the flow of patients in the rooms.
- Ensure rooms are cleaned between patients, as well as cleaned and stocked at the end of each day.
- Collect/assist with collection of specimens, administer vaccines, administer injections, give treatments, perform routine laboratory tests and any other task as assigned by the provider.
- Maintain inventory of all necessary supplies, vaccines and medications, place orders and verify deliveries.
- Assist providers with procedures as needed.
- Provide education to patients regarding all patient care.

ILLUSTRATIVE EXAMPLES OF WORK

- Interview patients and measure vital signs, such as pulse rate, temperature, blood pressure, weight and height and record information in patient's electronic health records.
- Schedule specialty appointments, process referrals and complete prior authorizations.
- Input all data into electronic health records to maintain office and patient

records.

- MA will be required to know and understand all State and Government required measures.
- MA will assist in making sure that all measures are met and documented on every patient visit, providing the highest clinical standard of patient care.
- Medical assistants also engage in reception activities, greeting and assisting patients and visitors and help complete the business side of a patient visit.
- 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
- Must be up-to-date on all immunizations and vaccinations, including COVID-19
- Other duties as assigned

Front Office Assistant – Dental/BH/Medical/Dental

Department: Maple Street Medical

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 50lbs 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

- Must be up-to-date on immunizations and vaccinations, including COVID-19
- 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

Public Health Dental Hygiene Practitioner (PHDH)

Department: Dental

Reports to: Dental Director

Non-Union Position

This is dental work at the practitioner level in the care and treatment of the teeth and gums of patients in the Macoupin County Dental Health Clinics and/or mobile units. Employees in this position provide educational, preventative and therapeutic, and intra-oral services. Employees perform hygienist duties independently, such as examining teeth and other oral structures, cleaning teeth, applying sealants, and topical fluoride and performing radiological procedures under the collaborative of a General Dentist. Employees additionally maintain records of dental treatment. Employees may be assisted by support staff in the dental clinic. Employees in this position must work at multiple health centers and/or mobile units and on varying shifts as assigned based on health center needs and must work independent of the collaborating dentist. Staff in this position must perform practices of a Public Health

Dental Hygienist without authorization, assignment or examinations by a dentist, but under policy, protocol, and collaboration from a General Dentist. Reports to the Dental Director.

EDUCATION, EXPERIENCE AND SKILLS REQUIRED

- Must practice under collaborative with General Dentist as established by MCPHD
- Completion with diploma from a recognized Dental Hygiene Program State of Illinois License
- PHDH Certification with the Illinois Department of Public Health
- 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
- Principle and practices of preventative medicine as they apply to dental hygiene
- Technical dental treatment procedures and dental nomenclature
- Public Health concepts and dental hygiene practices and procedures such as sterilization and care of dental instruments
- Current infection control procedures, bloodborne pathogen standards and OSHA regulations
- General office procedures, patient flow and standard clerical operations as they apply to a dental clinic
- 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
- Ability to perform Basic Life Support (BLS)
- Requires ability to be mobile without limitations and to stand for long periods of time.
- Ability to lift, up to 50lbs 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

- Works independently with patients
- Oral Hygiene instructions, group classes on oral health, nutrition counseling related to oral health
- Assesses dental condition and needs of patient including examining head, neck, and oral cavity for disease; uses patient oral cancer screenings, conducts dental charting and periodontal charting for diagnosis and treatment

- Delivers direct patient care to patients using delineated public health dental hygienist procedures per collaborative; takes impressions of teeth; administers local anesthesia under the direct supervision of a dentist, performs treatment procedures such as oral prophylaxis, scaling, root planning, curettage, polishing, places chemotherapeutic medicaments and subgingival agents, conditions teeth for and applies protective topical agents, sealants and fluorides and related procedures within scope of practice for public health dental hygiene practitioners
- Takes and processes dental digital x-rays using imaging software; operates the electronic health records system to submit billing requests and to manage existing health center patient treatments
- Develops and implements individualized dental care plans for patients; performs patient/family education including good oral hygiene, flossing and brushing techniques, and nutritional counseling; performs discharge planning
- Make referrals; follow up on referrals
- Assists with emergency measures for sudden adverse developments during treatment of patients
- Assists in preparation of patient care areas; attends meetings, prepares reports and assists as required with triage and/or office duties such as scheduling
- Orders and maintains dental hygiene instruments and supplies
- Instructs children and adults in the health center, at schools and in the community on proper dental care and oral hygiene; promotes maintenance of oral health between visits
- Fluoride varnish or silver diamine fluoride applications for pediatric patients
- Works closely with the Dentist and/or Registered Dental Hygienist as needed
- May direct activities of support staff and may provide Health Education training on a quarterly basis
- Knowledge of all Macoupin County Public Health personnel policies and procedures
- Contributes to the goal that patients are treated with courtesy and respect in a professional manner by all dental staff
- Performs other duties as required or assigned

Dental Assistant (Certified or Trainee)

Department: Dental

Reports to: 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, preferred but we will train

- 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
- Ability to perform Basic Life Support (BLS)
- Requires ability to be mobile without limitations and to stand for long periods of time.
- Ability to lift, up to 50lbs 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
- 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
- Other duties as assigned

LCSW Licensed Clinical Social Worker LCPC Licensed Clinical Professional Counselor

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.
- Ability to be mobile without any limitations or restrictions
- Must be able to lift a minimum of 50 pounds
- Must be able to perform CPR and any life-saving techniques
- 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.

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 be mobile without any limitations or restrictions
- Must be able to lift a minimum of 50 pounds
- Must be able to perform CPR and any life-saving techniques
- 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
- Must be up-to-date on immunizations and vaccinations, including COVID-19

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)
- Any other duties as assigned.

Registered Dental Hygienist

Department: Dental

Reports to: 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

- 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
- Ability to perform Basic Life Support (BLS)
- Requires ability to be mobile without limitations and to stand for long periods of time.
- Ability to lift, up to 50lbs 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
- Must be up-to-date on all vaccinations, including COVID-19

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
- Other duties as assigned.

Dentist

Department: Dental

Reports to: Dental Director

Non-Union Position

Responsible for providing the patients of Macoupin County Health Department clinics with general dental services. Oversees the quality and productivity of dental office support personnel.

EDUCATION, EXPERIENCE AND SKILLS REQUIRED

- Requires a D.D.S. or D.M.D. degree from a dental school accepted by the American Dental Association.
- Requires possession of a current, valid license to practice dentistry in Illinois.
- Prefer at least one year of clinical experience.
- Maintains satisfactory working relationships with employees and patients.
- Exercise professional judgment in the oral health care of patients.
- Actively participate in national, state, and local professional activities.
- Consult with appropriate health care professionals.
- Ability to be mobile without limitations or restrictions
- Ability to perform CPR or any life-saving techniques
- Ability to live a minimum of 50 pounds
- Must be up-to-date with all vaccinations, including COVID-19

ILLUSTRATIVE EXAMPLE OF WORK

- Conduct clinical dentistry in the dental office with support personnel.
- Provide the patients of the Clinic with general dental services, emphasizing service for the low income and poor patients.
- Advise the Dental Program Coordinator concerning dental office policy and procedures.
- Oversee the quality and productivity of dental office support personnel.
- Direct the operational policies of the dental office.
- Provide services in accordance with the School Sealant program.
- 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.

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