
Maple Street Clinic
109 E. Maple, Gillespie, IL 62033
217-839-1526 ~ Medical/Behavioral
217-839-1538 ~ FAX
217-839-4110 ~ Dental



Morgan Street Clinic
1115 Morgan St., Carlinville, IL 62626
Medical/Behavioral ~ 217-854-3692
FAX ~ 217-930-2293
Dental ~ 217-854-6823

Administrative Office ~ 205 Oakland Ave ~ Carlinville, IL ~ 217-854-3223 (p) ~ 217-854-3225 (fax)
St. Francis Way Clinic ~ 805 St. Francis Way ~ Litchfield, IL 62056 ~ 217-250-2380 (p) ~ 217-250-2385 (fax)
Health & Wellness Center ~ 118 W Chestnut St ~ Gillespie, IL 62033 ~ 217-839-7200 (p) ~ 217-839-7201 (fax)
Columbian Blvd. Dental Clinic ~ 125 W. Columbian Blvd. South ~ Litchfield, IL 62056 ~ 217-250-2360 (p) ~ 217-250-2365 (fax)

Current Job Openings as of March 10, 2023

Revenue Cycle Coordinator – Medical/ BH/ Public Health/Dental-Billing

Department: Billing/Administration

**Reports to: Revenue Cycle Manager Medical/Behavioral Health/Public Health,
COO and CFO**

Non-Union Position

The Revenue Cycle Specialist Medical/Behavioral Health/Public Health 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 – Medical/Behavioral Health/Public Health and will provide support to the Revenue Cycle Dental 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.
- 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 vaccination including COVID-19.

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.
 - Responsible for resolving overdue bill and collecting payment from the individuals responsible for the debt
 - 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 medical, behavioral health, and public health 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 Medical/Behavioral Health/Public Health 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.
 - Performs other duties as assigned
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Domestic Violence Advocate Coordinator
Department: Public Health Department
Reports to: Public Health Administrator
Non-Union Position

Under the supervision of the Public Health Administrator, this employee will be expected to provide support/advocacy services to victims of Domestic Violence as described in policies and procedures for that program in conjunction with Oasis Women's Center. This person should also demonstrate an understanding and commitment to the philosophy of the service and should present disagreements in ways that will facilitate mutual healthy resolutions.

EDUCATION, EXPERIENCE AND SKILLS REQUIRED

- Bachelor's degree in counseling, psychology, social services or related field preferred and One (1) year field experience in a position dealing with domestic violence services recommended.
- Competence in crisis intervention and legal advocacy.
- Sensitive to the feelings of others, respect for individual differences, mature understanding of social problems, and an ability to establish relationships quickly.
- Ability to work with community systems and agencies.
- Demonstrates knowledge and interest in woman's issues and psycho/social life influences.
- Possess group facilitation skills and outreach skills.
- Understanding of and commitment to victim's rights.
- Ability to work in an off-site setting.
- Ability to determine when the scope of a situation is beyond his/her skills or health department parameters and seek direct help of the coordinator, administrator or other professionals.
- Ability to be mobile without any limitations or restrictions
- Must be able to lift a minimum of 50 pounds
- CPR certified and ability to perform CPR
- Must be up-to-date on immunizations and vaccinations, including COVID-19

ILLUSTRATIVE EXAMPLES OF WORK

- Administers services to a direct client load pertinent to needs.
- Has a broad knowledge of county resources and makes appropriate referrals.
- Work with other staff to help assure the relevance, efficiency, and coordination of the legal advocacy service.
- Perform outreach to surrounding areas and participate in the IDVA training.
- Complete and monitor all required documentation and paperwork.
- 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.
- 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.

Administrative Assistant

Department: Maple Street Clinic Administration

Reports to: Clinical Director

Non-Union Position

Assists in the direction of varied administrative responsibilities that include but are not limited to personnel, purchasing, office administration, health program development and coordination, clinic coordination and supervision, quality assurance review, employee training, health providers and public liaison and communications, marketing, system development and training, and grant writing.

EDUCATION, EXPERIENCE AND SKILLS REQUIRED

- Recommended and preferred graduation from a four-year college or university with a broad business and accounting or have two (2) years of full-time administrative and or direct community health experience, preferably in a public health setting
- Requires the ability to administer assigned segments of the local health department's administrative
- Requires the ability to supervise and coordinate staff activities.
- Requires the ability to provide support for the local health department's programs by speaking and writing clearly and concisely.
- Requires ability to perform administrative tasks of graduated difficulty related to local health department administration and supervise and coordinate staff activities.
- Requires the ability to manage state and federal grant financing for agency funding.
- Requires ability to research a variety of information and distill it for executive use.
- Requires ability to apply a variety of administrative skills to recurring and unique situations including seeking support for the local health department programs in speaking and writing consistently and clearly.
- Ability to type 60 wpm
- Experience with Microsoft Office Applications
- 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 vaccinations, including COVID-19

ILLUSTRATIVE EXAMPLE OF WORK

- Applies knowledge in the area of statistical reporting, health program development, purchasing, personnel, clinic efficiency, provider networking, software use, marketing, communication and grant writing.
- Supervises the activities of clerical personnel engaged in reporting statistical information, billing for health services rendered and maintaining personnel and payroll records.
- Provides policy interpretations in administrative matters for departmental staff, the general public, municipal, county and township officials, vendors and civic and community organizations.
- Participates in the formulation and drafting of budgetary and grant proposals; assembles supporting information and condenses it to highlight areas of critical budgetary and grant needs.
- Administers and coordinates the department's personnel program.
- Secures background information for the Administrator in matters of procedures and policy interpretation for departmental staff, the general public, city, county, and township officials, vendors, and community organizations.
- Secures funds from state and federal agencies and tracks spending based on multiple grant sources.
- Gathers and refines statistical and grant data.
- Assists with the administration and coordination of the department's personnel program.
- May supervise assigned administrative functions of the local health department.
- 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.

Nurse Coordinator – Primarily located at Blackburn College

Department: Medical/Behavioral Health

Reports to: Clinical Director

Non-Union Position

A nurse care coordinator organizes patient care and treatments. With regular consultation, performs professional nursing services in the local health department nursing division programs including, but not limited to WIC, Family Case Management, TB clinic, Immunizations, Lead Screening and investigations, Communicable Disease management, hypertension clinic, cholesterol and hemoglobin A1C testing, hemocult testing, IL Breast and Cervical Cancer Program, Diabetes Prevention/Management program, Osteoporosis prevention, Well visit clinic and the Community Care Health Center. Guidance, direction, support and referrals to clients and families are integral to this position.

EDUCATION, EXPERIENCE AND SKILLS REQUIRED

- Registered professional nurse licensed in the state of IL.
- 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 must have been in a health department/community health setting 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 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 EXAMPLE OF WORK

- Functions as a Registered Nurse in all clinic situations as needed once training has been completed. This generally includes everything but Case Management and WIC.
- Obtains body specimens.
- Operates simple equipment to perform diagnostic and screening 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 immunizations, completeness of client immunization and any other pertinent information.
- Reviews client immunization record and checks informed consent making sure that parent/guardian/client understands the information and the need for signature.
- Immunizes with required vaccine using standard acceptable protocols.
- Follows guidelines of signed standing orders, records vaccine and signs client record.
- Observes client for reaction
- Follows written standing orders for emergency procedures as needed.
- Accounts for vaccine usage following VFC guidelines.
- Maintain files and complete encounter notes as required by the program.
- Maintains a schedule of client contacts as required by individual programs.
- Reviews records, gathers and compiles data to determine the scope of communicable disease problems in a local health department jurisdiction.

- Requests assistance from local health organizations and school health officials in reviewing medical records to determine needs.
- Coordinates education and information programs to inform the public of the community's communicable disease prevention needs and enlists the support of these groups for sponsoring disease prevention programs.
- Investigates communicable disease outbreaks in conjunction with local medical societies, institutions and other agencies to determine the size and severity of the resulting health threat and initiates appropriate action to minimize public injury.
- Ensures maintenance of equipment for use in local health programs, orders and is accountable for vaccine supplies and educational materials.
- Organizes mass immunization clinics for other than routine immunizations, and gives inoculations as required under standing or specific standing orders.
- Complete hemoglobin and lead testing on clients
- Schedule patient visits
- 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.
- Ability to take after hours call phone on a rotating basis following MCPHD After Hours Policy and Procedures and Triage Standing Orders.
- Collaborate with community organizations in organizing and participating in outreach events including, but not limited to vaccination clinics, STI events, and educational outreach events.
- 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.

Recovery Oriented System of Care Coordinator (ROSC)

Department: Health & Wellness

Reports to: ROSC Program Director

Non-Union Position

Demonstrates the ability to negotiate complex service system to obtain needed multi-disciplinary services and resources for customers. Demonstrates a person-centered approach to care that builds on the strengths and resilience of individuals, families, and communities, to take responsibility for their sustained health, wellness, and recovery. Resourceful in the use of information and social services technologies for optimal care coordination. Conducts outreach, develop, and maintains a professional working relationship with agencies, services providers and social media.

EDUCATION, EXPERIENCE AND SKILLS REQUIRED

- BA degree in human services, psychology, or related field preferred but will train the right person and one-year related experience or two years equivalent experience.
- Proof of valid driver's license and auto insurance, proof of education record as well as current CPR certification.
- Must be required to have knowledge of recovery and substance model.
- Excellent prioritization and organization skills.
- Strong interpersonal skills and good written and verbal communication skills.
- Intermediate level computer skills 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 basic life-saving techniques
- Must be up-to-date on immunizations and vaccinations, including COVID-19

ILLUSTRATIVE EXAMPLES OF WORK

- Maintains and ensures HIPAA, ethical standards and professional boundaries with all staff and clients.
- Maintains a daily record of work activities.
- Demonstrates a person-centered approach to care that builds on strength and resilience of individuals, families, and communities, to take responsibility for their sustained health, wellness, and recovery.
- Demonstrates ability to negotiate complex service systems to obtain needed multi-disciplinary services and resources for clients.
- Demonstrates understanding of co-occurring addiction and mental illness diagnoses and their effects on the consumer's whole health.
- Possesses a sensitivity and appropriate responsiveness to varying cultural characteristics and beliefs, realizing the cultural diversity contributes to the richness of quality of life.
- Respectful in the use of information and social services technologies for optimal care coordination.
- Provide transportation for clients.
- Works with all agencies, providers, and people in all 13 sectors of the community to educate, train, coordinate, and develop a sustainable recovery support system in Macoupin and Montgomery Counties.
- Cross trains on front desk and case management.
- Utilization of social media and marketing skills.
- Other duties as needed and deemed necessary.

Medical Assistant

Department: Medical

Reports to: Clinical 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, processes referrals and complete prior authorizations.
- Inputs 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

Department: Dental/BH/Medical

Reports to: Dental Director/Clinical 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 or proper dental care and oral hygiene; promotes maintenance or 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: 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: Behavioral Health
Reports to: School Linked Supervisor
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 lift 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@mcpd.net or applications are available in Human Resources or with the Chief Executive Officer.