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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)  
Columbian Blvd. Dental Clinic ~ 125 W. Columbian Blvd. South ~ Litchfield, IL 62056 ~ 217-250-2360 (p) ~ 217-250-2365 (fax)

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## Career Opportunities as of November 22, 2023

Career Opportunities are located on our website at [www.mcphd.net](http://www.mcphd.net)

**Send your Resume to [humanresources@mcphd.net](mailto:humanresources@mcphd.net) or applications are available in Human Resources or with the Chief Executive Officer.**

### **Medical Assistant**

**Department: Medical/Behavioral Health**

**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

### **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.
- Basic Life Support (BLS) - Required.
- 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, administers injections, gives treatments, performs routine laboratory test and any other task as assigned by the provider.
- Maintain inventory of all necessary supplies, vaccines and medications, place orders and verifies deliveries.
- Assist providers with procedures as needed.
- Provide education to patients regarding all patient care.
- 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

### **ILLUSTRATIVE EXAMPLES OF WORK**

- Interview patients and measures vital signs, such as pulse rate, temperature, blood pressure, weight and height and records 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 quality 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 (up to 50 pounds), 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
- Will receive immediate training on HIPAA regulations and will 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 agreed to work and support the mission statement of MCPHD.
- Satisfactorily completes training for job responsibilities.
- Reports any suspected child abuse/neglect to the Department of Children and Family Services (DCFS).
- Other duties as assigned.

## **Front Office Assistant –Medical/Behavioral Health**

**Department: Medical/Behavioral Health**

**Reports to: 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 Clinical 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)
- Ability to be mobile without limitations or restrictions in order to move from workstation to workstation; reach telephones and computer boards; bend over to file.
- The ability to lift up to 50lbs is required.
- The 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
- 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 will assist in making sure that all measures are met and will document their part during the registration process
- Front Office Assistant is required to know and understand all State and Government required measures
- 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.
- The ability to lift up to 50lbs is required.
- The 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 EXAMPLES 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

**LCSW Licensed Clinical Social Worker**  
**LCPC Licensed Clinical Professional Counselor**  
**Department: Behavioral Health**  
**Reports to: Clinical 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

**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.

## **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.
- The ability to lift up to 50lbs is required.
- The 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

### **ILLUSTRATIVE EXAMPLES 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

### **ILLUSTRATIVE EXAMPLES 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 training required for job responsibilities.
- Report any suspected child abuse/neglect to DCFS.