

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)

Career Opportunities as of June 19, 2024

Career Opportunities are also located on our website at www.mcphd.net

Applications are available for pick up from MCPHD's Human Resources department and are also available online at: <https://mcphd.net/careers/>

Applications and resumes can be dropped off at any MCPHD location or emailed to: humanresources@mcphd.net

WIC Nurse Coordinator

Department: WIC – Located at Morgan Street Clinic

Reports to: Assistant Clinical Director

Non-Union Position

Under the direct supervision of the MCPHD Assistant Clinical Director, the WIC Registered Nurse is responsible for planning, coordinating, directing and carrying out all activities involved in the WIC nutrition program in compliance with all federal, state and local regulations and policies.

EDUCATION, EXPERIENCE AND SKILLS

- Bachelor's degree with following specialties: Registered Nurse
- Ability to obtain a minimum qualification of a WIC Competent Professional Authority (CPA)
- Ability to administer immunizations and follow the guidelines outlined by the Vaccines For Children (VFC) program
- Understanding and knowledge of the Illinois Lead program
- Ability to facilitate work output and interpret agency policies to staff
- Experience in establishing and maintaining effective working relationships with the public, schools, community leaders, professional organizations, government officials, and the medical community
- Familiarity with the medical-legal aspects of public health nursing
- Ability to be mobile without any limitations or restrictions
- Must be certified and able to perform CPR and basic life-saving techniques
- Must be up-to-date on MCPHD required immunizations

ILLUSTRATIVE EXAMPLES OF WORK

- Directs and coordinates activities of assigned WIC staff.
- Interviews and recommends employment of qualified candidates
- Conducts periodic employee evaluations of WIC staff
- Serves as the local agency liaison to state WIC staff
- Effectively manages assigned caseload per Department Grant Agreement
- Participation in state and regional WIC conference calls and meetings
- Oversees implementation of Nutrition Education Plan and submission of Summary Reports

- Conducts evaluation and implementation of quality assurance and quality improvement initiatives for the WIC Program including, but not limited to, monitoring WIC MIS reports, reviewing WIC budget, reviewing medically prescribed foods and formula prescriptions
- Decision making and leadership skills
- Has read, reviewed and agrees to work and support MCPHD's mission statement
- Has read, understands and functions within Health Department Policy and Procedures, Standing Orders, and HIPAA requirements
- Performs other duties as assigned

Front Office Assistant – BH/Medical/Dental

Department: Medical/BH/Dental

Reports to: Clinical Director/Dental Director

Union Position

Office Assistant is responsible for scheduling patients, greeting patients/visitors, ensuring information is obtained and entering all relevant data into EHR. Office Assistant will provide optimum attention to the needs and concerns of our patients/visitors at all times. Reports to the Dental Director/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.
- 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.
- Ability to make decisions in accordance with established procedures and policies not essential to job function
- Ability to follow oral and written instructions.
- Ability to establish and maintain effective working relationships with others.
- 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

Transportation Dispatcher

Department: Macoupin County Public Transportation

Reports to: Transportation Director

Union Position

With supervision and direction from the Transportation Coordinator(s) and guidance from the Transportation Director and Administration, performs dispatching and clerical support duties for Transportation Department.

EDUCATION, EXPERIENCE AND SKILLS REQUIRED

- High School Diploma or equivalent.
- Two (2) years of customer service experience (transportation preferred).
- Four (4) years' previous work experience.
- Good communication skills: verbal and written.
- Must possess a valid Illinois Driver's License.
- Must have an acceptable, "clean" driving record.
- Must be able to pass pre-employment background check.
- Proof of valid, up to date vehicle insurance.
- Must be up-to-date on all immunizations and vaccinations.
- Must pass pre-employment and random FTA Drug & Alcohol testing requirements.

ILLUSTRATIVE EXAMPLES OF WORK

- Primary focus on providing front line customer service phone service support.
 - Respond to customer requests.
 - Offer solutions to meet customer needs.
 - Thoroughly and adequately record customer ride requests.
 - Ensure accurate data entry to ensure a positive customer experience and accurate billing and payment.
 - Communicate with customers, service partners, staff, and fellow health department employees in a professional, effective manner.
 - Interactions with multiple departments and locations required.
- Provide phone and electronic contact support for drivers.

- 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.
- Must be comfortable and confident working in a fast-paced environment.
- Must possess strong communication skills with the ability to collaborate well with others to achieve the best results possible, manage your own time wisely, and work well independently and as a team player.
- Has read, reviewed, and agrees to work and support the mission statement of the MCPHD.
- Satisfactorily completes and attends training required for job responsibilities.
 - Including, but not limited to, mandatory quarterly staff training.
- Availability to relieve other dispatchers' vacations/time off, requiring a temporary schedule change.
- May require some reporting and analysis, as well as monitoring electronic logs for validity and compliance.
- Learn and understand technology, software, procedures, vehicles, and other items/tasks as assigned or deemed necessary.
- Work as a team to ensure a safe work environment, achieve company goals, meet deadlines, properly and promptly address issues and opportunities, and provide a positive experience for staff and customers.
- Must possess problem solving willingness and capability.
 - Assist with route assignments and scheduling conflicts as needed.
 - Work with management, fellow dispatch, and drivers to resolve issues.
- Must be a conscientious worker, self-motivated, and detail oriented.
- Possess a general understanding of the geography of Macoupin County.
- Report any suspected child abuse/neglect to DCFS.
- Performs other duties as required or assigned.

Dental Assistant

Department: Dental

Reports to: Dental Director/Lead Dental Assistant

Union Position

The Dental Assistant is responsible for working closely with the Dentist, Lead Dental Assistant and 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.

EDUCATION, EXPERIENCE AND SKILLS

- High School diploma or GED
- 1-year EDR Computer knowledge and work experience beneficial
- Good organization skills and good communication skills required
- Ability to deal professionally 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 handle intermittent sitting, bending and reaching.
- Must be up-to-date on all immunizations and vaccinations.

ILLUSTRATIVE EXAMPLES OF WORK

- May be exposed to bodily fluids during routine duties; must always wear required PPE follow proper exposure safety procedures
- Perform digital radiography procedures and must follow related safety guidelines.
- Ability to plan ahead and anticipate issues
- Must maintain appropriate knowledge of dental assisting through ongoing education and/or training
- Good skills at being attentive to the needs of patients/visitors and co-workers.
- Dependable and Consistent with strong effective communication.
- Consistently displays integrity, self-awareness, ownership and responsibility.
- Dependable and Consistent
- Must consistently demonstrate a high level of Integrity, self-awareness, ownership, and responsibility.
- Must consistently demonstrate gratitude and empathy.
- Ability to delegate and be a team player, offering resources and autonomy to teammates. Strong coaching and monitoring skills, holding team members accountable.
- Desire to positively motivate their team members and provide them with positive direction, diffusing conflict or drama to promote a healthy, happy working environment
- 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 & 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.