

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 August 7, 2024**

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

### **Accounts Payable/Accounts Receivable Coordinator** **Department: Administration** **Reports to: Chief Financial Officer** **Non-Union Position**

Under the direction of the Administrator and Chief Financial Officer, assists in the direction of varied administrative responsibilities that include but are not limited to office administration, computes, classifies, and enters numerical data into financial software.

#### **EDUCATION, EXPERIENCE AND SKILLS REQUIRED**

- Recommended and preferred graduation from a four year college or university with a broad business and accounting background; or
- Has two (2) years of full-time direct community health experience; or
- Minimum of one (1) year office management experience
- Requires ability to perform requested tasks related to local health department administration
- Requires the ability to work with the state and federal grant financing for agency funding
- Good communication skills, verbal and written.
- Requires ability to apply a variety of administrative skills to recurring and unique situations
- Abila/MIP experience is a plus
- Ability to be mobile without any limitations or restrictions
- Must be up-to-date on all immunizations and vaccinations
- Must be CPR certified and able to perform CPR

#### **ILLUSTRATIVE EXAMPLES OF WORK**

- Receiving, recording, and processing invoices for payments
- Processes monthly travel reimbursement requests
- Tracks and makes payments (prints checks) for agency bills
- Prepares agency's invoices to request payments

- Prepares and submits ACH Deposits
- Manages daily bank transactions and monthly bank statements
- Handles the Agency's incoming funds
- Maintains and updates cash receipt journal, expenditure ledger, revenue ledger, deposit files and records
- Maintains petty cash fund.
- 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 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 required or assigned.

## **Psychiatric Mental Health Nurse Practitioner (PMHNP)**

**Department: Medical/Behavioral Health**

**Reports to: Clinical Director**

**Non-Union Position**

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

### **EDUCATION, EXPERIENCE AND SKILLS REQUIRED**

- Graduate of accredited program for Advanced Nurse Practitioner
- Current Licensure to practice in the state of Illinois. Must be certified to work with Children.
- At least one year of supervised experience providing direct service in a clinical setting.
- Experience in an integrated behavioral health and primary care organization a plus.
- Maintain certification through appropriate credentialing bodies.
- Must possess professional knowledge of psychiatric principles, practices, and processes gained through extended clinical study and experience in order to provide psychiatric care to clients.
- Must possess the ability to maintain strict client and organizational confidentiality, adherence to standards for mental health record keeping and HIPAA requirements.
- Must possess excellent communication skills.
- Ability to be mobile without any limitations or restrictions
- Must be able to perform CPR and any life-saving techniques
- Must be up-to-date on all immunizations and vaccinations

### **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 training required for job responsibilities.
- Reports any suspected child abuse/neglect to Department of Children and Family Services (DCFS).
- Reports suspected elder abuse to Department of Aging and other appropriate authorities.
- Reports suspected domestic violence/rape to appropriate agencies/authorities.
- Prompt referral to Medical Director of emergency/urgent patient visits to the clinic for prompt formulation of medical management and triage.
- Prompt referral of psychiatric patients with suspicion of lethality to Medical Director and Mental Health facility for immediate medical management triage.
- Perform medical screening programs for preventive care as directed by the Macoupin County Public Health Department Administrator.
- Provide mental health assessments, diagnosis, and treatment plans in identified areas; lifesaving and support measures in emergency situations; provide medication management for patients and maintain appropriate health records.
- Prescribe pharmaceutical therapy consistent with medical evaluation, treatment plan and current standard of practice.
- Refer clients for more specialized or inpatient interventions as clinical situations dictate
- Participate in a team management approach to patient care/treatment
- Maintain appropriate files; develop and follow through on treatment plans within organizational guidelines; and prepare reports on the clinical management of patients
- Maintain quality care through participation in peer review, policy development and quality improvement programs
- Maintain appropriate documentation of clinical and counseling services, including all necessary billing information
- Ensure accurate and consistent use of encounter forms of all client contacts with behavioral health providers to ensure accurate billing of third party resources
- Maintain and update professional knowledge and proficiency through continuing education, staff meetings, workshops and serving on special committees
- Performs other duties as assigned consistent with those outlined above

**Midlevel Practitioner – FNP or Physician Assistant – Full-Time & Part-Time**  
**Department: Medical**  
**Reports to: Clinical Director**  
**Non-Union Position**

The Mid-Level Practitioner provides medical care to patients under the supervision of the Macoupin County Public Health Department Clinical Director.

**EDUCATION, EXPERIENCE AND SKILLS REQUIRED**

- Graduate of accredited program for Family Nurse Practitioners or Physician Assistants.
- Current licensure to practice in the State of Illinois.
- Experience and training in the field of Ambulatory Care or Family Practice.
- Maintain certification through appropriate credentialing body (ANCC, AANP, or NCCPA)
- Must possess the ability to work harmoniously with healthcare personnel and patients.
- Working knowledge of ICD10/CPT coding and related fields to ICD10
- Ability to be mobile without any limitations or restrictions.
- Must be certified in Basic Life Support (BLS) and be able to perform CPR and any lifesaving techniques.
- Must be up to date on immunizations and vaccinations per MCPHD personnel policy.

**ILLUSTRATIVE EXAMPLE OF WORK**

- Provides medical assessment, diagnosis, treatment, and appropriate referral of patients.
- Meets regularly with the Clinical Director to review quality of patient care, policies and procedures and assess marketing initiatives.
- Attends appropriate meetings and serves on required committees as deemed necessary for the overall benefit of the Health Center.
- Supports the philosophy, mission, and goals of the Macoupin County Public Health Department's Federally Qualified Health Center.
- Works in collaboration with the behavioral health and dental department for interdepartmental referrals to meet the needs of patients.
- Relates in a positive, constructive manner with all patients, clinic staff, supervisors and others as deemed necessary for the performance of the job.
- Maintains confidentiality with regards to all patient information.
- Receives immediate training on HIPAA regulations and maintains an up-to-date knowledge of all HIPAA policies and procedures.
- Willingness to be cross trained to provide other integrated services as needed.
- Satisfactorily completes and attends training required for job responsibilities.
- Reports any suspected child abuse/neglect to Department of Children and Family Services (DCFS) as a mandated reporter.
- Reports suspected elder abuse to Department of Aging and other appropriate authorities as a mandated reporter.
- 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, as needed.
- Performs medical screening programs for preventive care as directed by the Macoupin County Public Health Department Administrator.
- Other duties as assigned.

## **Nurse Care Coordinator**

**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 Health Centers. Guidance, direction, support and referrals to clients and families are integral to this position.

#### **EDUCATION, EXPERIENCE AND SKILLS REQUIRED**

- Registered Nurse or Licensed Practical Nurse licensed in the state of Illinois
- Bachelor's degree in nursing, an Associate's degree in nursing or a diploma in nursing from an accredited school
- 2 years prior nursing experience required, preferably in a community health setting
- 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 certified in Basic Life Support (BLS) and be able to perform CPR and any life-saving techniques
- Must be up-to-date on immunizations and vaccinations

#### **ILLUSTRATIVE EXAMPLE OF WORK**

- Functions as a Registered Nurse or Licensed Practical Nurse in all clinic situations as needed once training has been completed.
- Completes prior authorizations for medications and diagnostic testing as ordered by MCPHD providers.
- Completes referral and diagnostic testing orders as directed by MCPHD providers and maintains tracking log of both referrals and diagnostic tests per MCPHD policy.
- Communications between MCPHD providers and patients in regards to prior authorizations, referrals, diagnostic tests, and remote patient monitoring programs.
- Operates simple equipment to perform diagnostic and screening tests.
- Documents encounters and maintains records in an orderly manner.
- Reports findings as legally required.
- Works within the guidelines of standing orders.
- Makes appropriate standard referrals and follows up as needed.
- Follows HIPAA regulations and maintains 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.
- Has read, reviewed and agrees to work and support the mission statement of the MCPHD.
- Satisfactorily completes training 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.

## **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

## **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 as they arise.
- 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 – Full-Time & Part-Time**  
**LCPC Licensed Clinical Professional Counselor – Full-Time & Part-Time**  
**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.