

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 October 16, 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

Midlevel Practitioner – Family Nurse Practitioner or Physician Assistant **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.

Front Office Assistant – Dental

Department: Dental

Reports to: 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.

EDUCATION, EXPERIENCE AND SKILLS REQUIRED

- High School diploma or GED
- Office experience required. 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.
- 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

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 regard 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.

Assistant Health Education Coordinator/Community Health Worker

Department: Public Health

Reports to: Clinical Director/COO/ Public Health Administrator

Non-Union Position

Assists the Health Educator Coordinator with strategic planning and performs promotional work in planning, organizing, and conducting comprehensive public health education in the area served by Macoupin County Public Health Department (MCPHD). Promotes health education activities with health agencies and community partners. Assists with writing and reporting specific grants, as instructed by the COO and Administrator. Helps with setting goals and objectives of the health education team and writes monthly progress reports, as well as provide a final year long health education activity report. Works as part of a health education team to ensure that all tasks are completed and that all aspects of health education are utilized.

EDUCATION, EXPERIENCE AND SKILLS

- A bachelor's degree in community health education, biological sciences, or a human/social services with two years of full-time experience in community health; or
- A registered nurse with two years of full-time experience in community health with

management training and/or working in a management capacity; or Alternate qualifications to be considered at the discretion of the administrator.

- Fundamental knowledge of the principles, theory, and social aspects of health education.
- Fundamental knowledge of the methods and techniques used in designing and promoting public health education programs.
- General knowledge of the principles used in the organization and administration of public health.
- General knowledge of the functions, activities, and contributions of various public health personnel.
- Awareness and acceptance of racial, social, and cultural characteristics of people.
- Fundamental knowledge of chemistry, biology, microbiology, and the structure and functions of the human body.
- Ability to write, plan, organize, and conduct a comprehensive public health education program within the area served by MCPHD.
- Ability to design and conduct studies to develop new or improve existing health education methods and techniques.
- Ability to establish and further cooperative working relationships with various community leaders, volunteer groups, professional health personnel, and other agencies.
- Ability to present ideas effectively, both orally and in writing.
- Ability to work independently and as a vital member of a team.
- Ability to be mobile without any limitations or restrictions.
- Must be able to perform CPR and any life-saving techniques.
- Background knowledge of Health Education theories and models.
- Background knowledge of program development, implementation, and evaluation.
- Must be up-to-date on immunizations and vaccinations.

ILLUSTRATIVE EXAMPLES OF WORK

- Plans, organizes, and conducts comprehensive public health education programs in the School Linked schools and areas served by MCPHD.
- Assists with planning, organizing, and scheduling all back to school outreach events and other public health outreach events within the schools and surrounding communities, including public influenza vaccine clinics. This will require direct collaboration with the Clinical Director to accommodate staff scheduling for all outreach events.
- Participates in the preparation, selection, and distribution of health education materials such as videos, pamphlets, exhibits, public notices, press releases, and other materials promoting public health. Evaluates the effectiveness of these materials to reach stated goals and objectives.
- Carries out studies and surveys to develop new or improve existing health education programs, methods, and techniques. Conducts evaluations to determine program effectiveness.
- Assists in the planning and implementation of the health education portion of in-service training programs and provides technical assistance to professional staff members, voluntary agency personnel, school personnel, and others to enhance program effectiveness in relation to clientele served.
- Writes, plans and conducts programs designed to promote and stimulate interest in health education. Speaks before various community groups and provides access to additional resources and educational materials.
- Consults with agency and health education staff on methods of analyzing various health problems. Makes recommendations regarding the development of educational

methods and programs in accordance with the Illinois Project of Local Assessment Needs (IPLAN).

- 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 trainings required for job responsibilities.
- Report any suspected child abuse/neglect to DCFS.
- Performs other duties as required or assigned.

Peer Support Specialist/CRSS/CPRS

Department: St. Francis Way Clinic

Reports to: Recovery Program Manager

Non-Union, Full-Time, Temporary Position

The primary responsibility of the Peer Support Specialist/CRSS/CPRS is to engage, guide, support, and advocate for clients who are seeking recovery through Macoupin County Public Health Department's Level One Treatment and Recovery program. **This is a temporary position with a projected end date of June 30, 2025.** The Peer Support Specialist/CRSS/CPRS will observe and engage in practice activities which include the performance domains of the CRSS and CPRS Performance Domains including Advocacy, Ethics and Professional Responsibility, Mentoring, and Recovery and Wellness Support.

EDUCATION, EXPERIENCE AND SKILLS REQUIRED

- High School graduate or equivalent
- 1 year or more of lived experience in recovery (personal, family member, friend, etc.)
- Ability to pass a background check and urine drug screen
- Reliable transportation and valid driver's license
- Knowledge of the holistic approach to recovery and wellness (mind, body, spirit, and environment).
- Ability to practice non-judgmental behavior
- Ability to enjoy and improve the lives of others
- CPR certified (if you do not have this certification, MCPHD can provide it)
- 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

- Provide support for MCPHD treatment and recovery clients
- Perform client needs assessments
- Provide clients with assistance when applying for in-patient services
- Provide walk-in peer support services
- Co-facilitate or solo-facilitate group sessions using applicable curriculum, i.e. UCLA Professor Emeritus Dr. Richard A. Rawson's TRUST Manual
- Obtain training hours and successfully pass certification tests, when applicable
- Facilitate patient encounters by assisting with admission and discharge paperwork
- Manage of a caseload of SUD patients

- Assist with management of the contingency management program
- Assist with client program graduations
- Manage the client support text line during work hours
- Attend community resource and networking meetings
- Attend drug court to offer resources, support, and advocacy for participants
- Assist in planning monthly recovery outings in the community
- Engage in training opportunities
- Other duties as assigned

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 ledge, 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.

Revenue Cycle Coordinator–Medical/ Behavioral Health/Public Health-Billing

Department: Billing/Administration

Reports to: Revenue Cycle Manager Medical/BH/PH, Clinical Director

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 perform CPR and any life-saving techniques.
- Must be up-to-date on immunizations

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 was 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.
- 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 are 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 is 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