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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 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)

### **Midlevel Practitioner – Family Nurse Practitioner or Physician Assistant** *Full Time & Part Time Positions Available*

**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.

## **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

## **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

### **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

## **Janitor PART-TIME 25 hours/week, Evening Shift**

### **Reports to: Maintenance Coordinator**

### **Union Position**

Janitor is responsible for cleaning and maintaining buildings.

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

- No Experience required
- Ability to understand and be compliant with HIPPA Guidelines
- Physical endurance which includes lifting heavy objects, bending, squatting and standing for extended periods of time
- Good knowledge of safety procedures as well as experience working with chemicals, good handling of tools, mechanical skills and adherence to safety measures
- May be exposed to bodily fluids in the event of emergencies but not as a normal part of the job
- Responsible for sweeping, cleaning, mopping, dusting, vacuuming, emptying waste bins, clean windows, doors, glasses and mirrors
- Responsible for resupplying or restocking restroom paper products and toiletries such as air freshener, towels and soap
- Periodic duties include waxing the floors
- Periodic inspection of utilities such as smoke detectors, HVAC vents, filters
- Seasonal duties such as trimming shrubs, cutting grass, snow removal

- Inspecting areas that may need maintenance such as replacing light bulbs and other minor repairs
- Other duties as assigned

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

- Take good care of the building and follow safety procedures
- Maintain the supply and equipment needed for cleaning duties
- Meet with any authority in the building to make requests for items needed for work
- Friendly and outgoing
- Good skills at being attentive to the needs of patients/visitors and coworkers
- May be exposed to bodily fluids in the event of emergencies but not as a normal part of the job
- Must be up-to-date on all vaccinations and immunizations
- Other duties as assigned