

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 December 12, 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

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
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Domestic Violence Advocate Coordinator/Community Health Worker

Department: Public Health Department

Reports to: Chief Operating Officer & Public Health Administrator

Non-Union Position

Under the supervision of the Chief Operating Officer and the Public Health Administrator, this employee will be expected to provide support and advocacy services to victims of domestic violence as described in policies and procedures for that program in conjunction with Oasis Women's Center. This position requires the employee to have an understanding and commitment to the philosophy of the service.

EDUCATION, EXPERIENCE AND SKILLS REQUIRED

- Bachelor's degree in counseling, psychology, social services or related field preferred and one (1) year field experience in a position dealing with domestic violence services recommended.
- Competence in crisis intervention and legal advocacy.
- Sensitivity to the feelings of others, respect for individual differences, mature understanding of social problems, and an ability to establish relationships quickly.
- Ability to work with community systems and agencies.
- Demonstrates knowledge and interest in woman's issues and psycho/social life influences.
- Possess group facilitation skills and outreach skills.
- Understanding of and commitment to victim's rights.
- Ability to work in an off-site setting.
- Ability to determine when the scope of a situation is beyond his/her skills or health department parameters and seek direct help of the coordinator, administrator or other professionals.
- Ability to be mobile without any limitations or restrictions
- CPR certified and ability to perform CPR
- Must be up-to-date on immunizations and vaccinations

ILLUSTRATIVE EXAMPLES OF WORK

- Administers services to a direct client load pertinent to needs.
- Has broad knowledge of county resources and makes appropriate referrals.
- Work with other staff to help assure the relevance, efficiency, and coordination of the legal advocacy service.
- Perform outreach to surrounding areas and participate in the IDVA training.
- Complete and monitor all required documentation and paperwork.
- 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.
- Has read, reviewed and agrees to work and support the mission statement of MCPHD
- Satisfactorily completes training required for job responsibilities.
- Reports on any suspected child abuse/neglect to Department of Children and Family Services (DCFS)
- Performs other duties as required or assigned.

Illinois Insurance Navigator

Department: Administration Support

Reports to: Chief Operating Officer and Public Health Administrator

Non-Union Position

The Insurance Navigator is expected to be a trusted community partner willing to engage with all individuals seeking health coverage, regardless of the coverage program they enroll in. Using the Get Covered Illinois website, Illinois Navigators are expected to assist consumers with insurance review, enrollment, and recertification, including Medicaid, Medicare, and the Marketplace. Navigators will have a particular focus on serving individuals who would have difficulty enrolling in coverage without their help, including (but not limited to) individuals with low literacy, limited English proficiency, low-income individuals, people with disabilities, people who are or at risk of experiencing homelessness and other hard-to-reach populations.

EDUCATION, EXPERIENCE AND SKILLS REQUIRED

- High school diploma or GED
- SHIP Certification and Illinois Navigator Certification/Licensure required; or successful completion of online SHIP Certification and Navigator Certification training in order to obtain Illinois Navigator Licensure during the initial training period. Licensure required to be maintained annually.
- Six months or more experience using Microsoft Office software suite (Word, Excel, Outlook)
- Experience as a Community Health Worker is preferred
- Fluency in oral and written communications
- Ability to be mobile without any limitations or restrictions
- Valid driver's license, reliable transportation which can fit outreach materials (such as tent, folding table, chair, flyers), and ability to travel independently between work locations, including outreach events
- Willingness to deliver presentations at public events
- Willingness to submit to a criminal background check in accordance with state and federal requirements
- Must be willing to complete online training, in person training, and be licensed by the State of Illinois. Upon completion of trainings, must be willing to demonstrate their knowledge of coverage options, eligibility rules, enrollment procedures, the needs of underserved and vulnerable populations, consumer assistance rules, conflict of interest standards, and privacy and security considerations.
- Must be up to date on all immunizations and vaccinations
- Must be certified in and able to perform CPR

ILLUSTRATIVE EXAMPLE OF WORK

- Demonstrate compliance with Illinois Navigator deliverables as outlined in Illinois Navigator Grant. Protect personally identifiable information (PHI) to ensure confidentiality is maintained in accordance with HIPAA regulations
- Develop an individual work plan that outlines personal outreach activities and enrollment goals.
- Prepare checklists that assist in reaching outreach goals.

- Establish a professional relationship and work cooperatively with community partners.
- Identify opportunities to create a referral system with community partners.
- Maintain expertise in eligibility, enrollment, and program requirements.
- Conduct outreach and public education activities to raise awareness about Get Covered Illinois, Illinois Medicaid and utilization of health coverage.
- Provide information and services in a fair, accurate and impartial manner, which includes providing information that assists consumers with submitting the eligibility application; clarifying distinctions among health coverage options, including QHPs; and helping consumers make informed decisions during the health coverage selection process.
- Facilitate selection of a QHP or, when appropriate, a public insurance plan.
- Provide referrals to the Illinois Department of Insurance (IDOI), or any other appropriate State agency, for any enrollee with a grievance, complaint, or question regarding their health plan, coverage, or a determination under such plan or coverage.
- Provide information in a manner that is culturally and linguistically appropriate to the needs of the population being served by Get Covered Illinois at no cost to those individuals, including individuals with limited English proficiency, and ensure accessibility and usability of Illinois Navigator tools and functions for individuals with disabilities in accordance with the Americans with Disabilities Act and section 504 of the Rehabilitation Act.
- Maintain a physical presence in the Marketplace service area, so that face-to-face assistance can be provided to applicants and enrollees.
- Conduct health insurance literacy education/presentations and sessions regarding the importance of primary and preventative care at community-based organization events and during one-on-one interactions with customers.
- Distribute written educational materials at outreach events and other public locations.
- Complete timely, detailed reports for all consumer activities and outreach events.
- Attend all required meetings and trainings.
- Read, review and agree to work and support the mission statement of the MCPHD.
- All other duties as assigned.

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.

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

Psychiatric Nurse Practitioner

Part Time Position – 19 hours per week

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 Clinical 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 trainings 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