

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 January 17, 2025

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

Transportation Driver

Department: Macoupin County Public Transportation

Reports to: Transportation Director

Union Position

Full-time with benefits including Health, Dental, Vision, Life Insurance, Pension, Vacation, Sick, Holiday, and Personal Time

Pay Scale: \$17.00-\$17.50/hour

Driver for Macoupin County Public Transportation (MCPT). Individuals who have the position must be able to perform all essential job functions unaided or with reasonable accommodation.

NATURE OF WORK:

- Perform responsible work in the operation of a (MCPT) bus on an assigned route.
- Provide passengers with safe and efficient operational service by providing bus service and general information and collecting appropriate fares.
- Work is performed under the continuing supervision of the Transportation Coordinator(s)/PCOM and is monitored and reviewed through observation and through passenger response.

ESSENTIAL FUNCTIONS OF THE JOB:

- Drives a passenger vehicle on an assigned route, or paratransit service.
- Provides safe and courteous transportation to passengers utilizing the MCPT Program and Program Vehicles.
- Maintain confidentiality of client records and other program/agency information. MCPT/MCPHD adheres to all HIPAA privacy practices.
- Will accurately collect necessary fares and/or donations and turn in at the end of each workday to designated staff and fill out a money collection form.
 - Will scan passes or obtain signatures when passes or donations are not required or requested.
- Provides information to passengers including bus schedules and routes.

- Provides passenger assistance as needed; including assisting passengers using mobility devices onto lifts and/or ramps and/or properly securing mobility devices when required. Assist passengers on and off vehicles as needed within reason.
 - Drivers will not lift passengers in/out of mobility devices or in/out of vehicles.
 - Do not endanger the safety of the passenger or yourself during assistance.
 - Do not enter the homes of passengers while providing assistance.
- Ensures passenger safety by enforcing rules of conduct and operation; checks bus and reports lost items.
- Performs visual inspection and operational safety check of assigned vehicle daily. Drivers are responsible for all pre- and post-trip inspection and documentation.
 - Drivers keep alert for mechanical and/or other equipment problems requiring attention
 - Drivers report repair needs, traffic hazards, accidents, and other conditions requiring attention.
 - Keep necessary items stocked and properly stowed at all times – first aid kits, cleaning supplies, biohazard spill kits, wheelchair tie downs, etc. (contact dispatch office for items).
- Follows the tablet/software as instructed and notifies dispatch of any problems or discrepancies.
 - Accurately completes daily electronic report forms including mileage, passengers, mechanical defects, and necessary supplies.
 - Accurately inputs required data.
- Takes vehicle to maintenance appointments as assigned by the supervisor and/or the maintenance coordinator.
- Always keeps vehicle interior and exterior neat and clean.
- Maintains a neat and clean personal appearance. Wears proper identification (shirt with logo and company name tag).
- Practices continuous learning through individual study, classroom training, seminars, and conferences.
 - Attends required transportation meetings and trainings – these trainings are required, at a minimum, quarterly.
- Performs work safely in accordance with department safety procedures and the County Safety Program.
- Operates equipment safely and reports any unsafe work condition or practice to Supervisor.
- May be required to report to work to serve customers during emergency conditions. May be assigned to
 - report at different times and locations and to perform different duties, as necessary.
- Provides marketing for the program to riders, potential riders, local businesses, and service agencies.
- Performs related work as assigned and/or required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Considerable knowledge of the operation and maintenance requirements of passenger buses or similar automotive equipment *or* willingness to learn.
- Considerable knowledge of the traffic laws and regulations applicable to equipment operation.
- Considerable knowledge of the hazards of equipment operation and of appropriate safety precautions.

- Some knowledge of the geography of the County and surrounding areas.
- Skill in the operation of assigned equipment & ability to operate assigned equipment in a safe manner and to adhere to time schedules.
- General learning ability. (The ability to “catch on” or understand instructions and underlying principles.)
- Ability to make decisions in accordance with established procedures and policies not essential to job function
- Ability to follow oral and written instructions.
- Ability to establish and maintain effective working relationships with others.

PHYSICAL ABILITIES REQUIRED OF THIS POSITION:

- The following physical abilities will be required to perform the responsibilities of a MCPT Driver accurately and adequately
 - Climbing – ascending or descending stairs and/or ramps and the like using feet and legs and/or hands and arms.
 - Balancing – maintaining body equilibrium to prevent falling. Walking, standing, or crouching on narrow, slippery, or erratically moving surfaces may be required.
 - Stooping – bending body downward and forward at the waist
 - Kneeling – bending legs at knee to come to a rest on knee or knees
 - Crouching – bending the body downward and forward at the leg and spine
 - Reaching – extending hand(s)/arm(s) in any direction
 - Pushing – using upper extremities to press against something with steady force in order to thrust forward, downward, or outward
 - Pulling – using upper extremities in order to draw, haul, or tug objects in a sustained motion
 - Grasping – Applying pressure to an object with the fingers and palm
 - Hearing – perceiving the nature of sounds at normal speaking level. Ability to receive detailed information through oral communication.
 - Repetitive motion – substantial movements/motions of the wrists, hands, fingers, or other extremities or joints
- Physical requirements of this position:
 - Light work including assisting passengers with items and packaged up to 20lbs
 - Sitting – sitting in a driving position for *up to* 10 hours per day
 - Using the physical requirements listed above to load, secure, and assist passengers with different abilities with or without mobility devices with varying sizes and weights *up to* the lift capacity of your assigned vehicle (800-1000lbs)
 - Driver will *not* be required to lift passengers or devices, but *may* be required to push/pull devices
- Visual abilities required include:
 - Peripheral vision
 - Night vision
 - Focus (distinctness or clarity)
 - Color perception (discriminate between colors)
 - Depth perception (determine distance relationship between objects)
 - The driver is required to have adequate visual activity to operate motor vehicles and/or heavy equipment.

- **CONDITIONS WORKER MAY BE SUBJECT TO IN THIS POSITION:**

- The driver may be exposed to the following conditions:
 - Environmental: rain, snow, extreme heat, extreme cold
 - Work Activities occur both inside and outside.
 - Noise
 - Vibrations – oscillating movements of the extremities or whole body
 - Atmospheric: fumes, odors, dust, mites, gases
 - Hazards: proximity to moving mechanical parts, proximity to moving vehicles, exposure to electrical current or chemicals
- **NECESSARY QUALIFICATIONS:**
- High school diploma or equivalent
- Some experience operating a passenger vehicle *or* any equivalent combination of acceptable education and experience providing the knowledge, abilities, and skills cited above.
- Minimum 21 years of age
- Must possess a valid Illinois Driver’s License
- Must have an acceptable, “clean” driving record
- Proof of valid, up to date vehicle insurance
- Capable of operating the vehicle in a safe manner at all times
- Must pass pre-employment and random FTA Drug & Alcohol testing requirements
- May require work outside of regular MCPT service hours and/or working a split shift.

Transportation Dispatcher

Department: Macoupin County Public Transportation

Reports to: Transportation Director

Union Position

Full-time with benefits including Health, Dental, Vision, Life Insurance, Pension, Vacation, Sick, Holiday, and Personal Time

Pay Scale: \$18.50-\$19.00/hour

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 EXAMPLE 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.

Domestic Violence Advocate Coordinator/Community Health Worker

Department: Public Health Department

Reports to: Chief Operating Officer & Public Health Administrator

Non-Union Position

Full-time with benefits including Health, Dental, Vision, Life Insurance, Pension, Vacation, Sick, Holiday, and Personal Time

Pay Scale: \$19-\$21/hour

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.

PART-TIME Psychiatric Nurse Practitioner

Department: Medical/Behavioral Health

Reports to: Clinical Director

Non-Union Position

Part-time without benefits Sick, Personal Time

Pay Scale: \$65-\$70/hour

Accrual of (1) hour of Vacation time for every 40 hours worked, up to 40 hours for the 12-month period. No accrual of sick time, compensatory time, or personal time and do not receive holiday pay.

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 trainings required for job responsibilities.
- Reports any suspected child abuse/neglect to Department of Children and Family Services (DCFS).
- Reports suspected elder abuse to the 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 consistently with those outlined above

Public Health Dental Hygiene Practitioner (PHDH)

Department: Dental

Reports to: Dental Director

Non-Union Position

Full-time with benefits including Health, Dental, Vision, Life Insurance, Pension, Vacation, Sick, Holiday, and Personal Time

Pay Scale: \$36 - \$38.00/hour

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 the 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, Assistant Dental Director

Union Position

Full-time with benefits including Health, Dental, Vision, Life Insurance, Pension, Vacation, Sick, Holiday, and Personal Time

Pay Scale: \$31.00-\$33.00/hour

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.

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 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

- Basic Life Support (BLS)
- Requires the ability to be mobile without limitations and to stand for long periods of time.
- 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 immunizations and vaccinations

ILLUSTRATIVE EXAMPLE OF WORK

- 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
- Set up treatment room and seat patient
- Perform dental prophylaxes on children and adults
- Perform scaling and root planning on children and adults
- Place dental sealants on children, as prescribed by the dentist
- Perform periodontal charting as needed
- Demonstrate and/or provide oral hygiene instructions to scheduled patients
- Have attending dentist perform exams on all patients
- Take and develop x-rays as prescribed by the dentist
- Take impressions, as prescribed by the dentist
- Make entries in patient chart of all treatment performed and conditions noted.
- Clean up the treatment room and set up for the next patient
- Maintain instruments for peak performance and in compliance with OSHA standards
- Perform other duties as assigned by the Dental Program Coordinator