
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 February 14, 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

Illinois Insurance Navigator

Department: Administration Support

Reports to: Chief Operating Officer and 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: \$20.00 - \$22.00/hour

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
- 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

- SHIP Certification and Illinois Navigator Certification/Licensure required or;
- Successful completion of online SHIP Certification and Navigator certification to obtain Illinois Navigator Licensure during the initial training period, and maintain annually thereafter
- 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 you to reach 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.

Janitor**Department: Environmental/Janitorial****Reports to: Maintenance Coordinator****Union Position****Full-time with benefits including Health, Dental, Vision, Life Insurance, Pension, Vacation, Sick, Holiday, and Personal Time****Pay Scale: \$16.50 - \$17.00/hour**

Janitor is responsible for cleaning and maintaining buildings.

EDUCATION, EXPERIENCE AND SKILLS REQUIRED

- No experience required – on-the-job training will be provided
- Ability to understand and be compliant with HIPAA guidelines
- Physical endurance which includes lifting heavy objects, bending, squatting and standing for extended periods of time
- Good working knowledge of safety procedures as well as experience working with chemicals, good handling of tools, mechanical skills and adherence to safety measures
- Friendly and outgoing personality – ability to work well with others
- Ability to be mobile without any limitations or restrictions
- Ability 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 AND RESPONSIBILITIES

- 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 fresheners, towels and soap
- Periodic duties include waxing the floors
- Periodic inspection of utilities such as smoke detectors, HVAC vents, filters, etc.
- 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
- Member of the Risk Management Team
- Must follow all safety procedures while performing janitorial duties
- Maintain the supplies and equipment needed to carry out janitorial duties
- 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
- Other duties as assigned

LCSW Licensed Clinical Social Worker

Department: Medical/Behavioral Health

Reports to: Assistant Behavioral Health Director

Non-Union Position

***Part-time without benefits**

Pay Scale: \$40.00 - \$45.00/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.

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

Pay Scale: \$40.00 - \$45.00/hour

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 Assistant Behavioral Health 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 perform CPR and any life-saving techniques
- Must be up-to-date on all 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 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.
- 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
- Other duties as assigned

Environmental Health Inspector**Department: Environmental Health****Reports to: Environmental Health Director****Non-Union Position****Full-time with benefits including Health, Dental, Vision, Life Insurance, Pension, Vacation, Sick, Holiday, and Personal Time****Pay Scale: \$19.00 - \$20.00/hour**

Environmental Health Inspector, under continually recurring supervision, receives training in and performs semi-technical duties in the field of environmental health; makes routine inspections to determine compliance with applicable laws; observes, assists, and receives training in investigations of complaints of a routine nature.

EDUCATION, EXPERIENCE AND SKILLS REQUIRED

- Associates Degree with at least 9 hours of college science coursework; or
- Certification: successful completion and maintenance of approved Food Service Manager's Certification
- Be an incumbent approved by the Illinois Department of Public Health currently employed as an Environmental Health Inspector I or II as of the effective date of these specifications
- Computer knowledge and work experience.
- Good organization skills and good communication skills
- Requires ability to follow oral and written instructions
- Strong communication and critical thinking skills.
- Good time management skills.
- Ability to be mobile without any limitations or restrictions
- Must be able to CPR certified and able to perform CPR and any life-saving techniques
- Knowledge and experience with Microsoft and Microsoft Applications
- Dependable and Consistent
- Must be up-to-date on immunizations and vaccinations

ILLUSTRATIVE EXAMPLES OF WORK

- Receives training in the Environmental Health programs.
- Conducts routine Environmental Health program inspections and duties including, but not limited to, programs in food sanitation, potable water supplies, private sewage disposal, solid waste, tanning, radon, smoke-free Illinois, tobacco-free communities, nuisance control, and insect and rodent control.
- Issues citations for non-compliance of Illinois Smoke-Free Act
- Prepares activity reports and records of inspections and investigations.
- Assist and make collections of data and documentary evidence for use in prosecution of cases of non-compliance and epidemiological investigations.
- Understands state laws, local ordinances, rules and regulations; offer guidance on sanitation practices and principles; advise regarding improvements or corrections necessary to assure compliance with applicable laws, rules, and regulations.
- Confers with supervisor regarding continuing and/or serious violations
- Collect, analyze, and interpret data and make reasoned recommendations
- Enforces all County ordinances relative to Environmental Health
- Participate in emergency response activities as assigned.
- Receive immediate training on HIPAA regulations and maintain an up-to-date knowledge of all HIPAA policies and procedures.
- Must complete any and all prescribed certifications and/or courses relevant to position
- Other duties as assigned

Macoupin County Public Transportation (MCPT)

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

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.

This job description is subject to change at any time.

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 rood 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