

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 March 13, 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

Executive Administrative Assistant

Department: Maple Street Clinic Administration

Reports to: Clinical Director

Non-Union Position

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

Pay Scale: \$18.00 to \$20.00/hour

Assists in the direction of varied administrative responsibilities that include but are not limited to personnel, purchasing, office administration, health program development and coordination, clinic coordination and supervision, quality assurance review, employee training, health providers and public liaison and communications, marketing, system development and training, and grant writing.

EDUCATION, EXPERIENCE AND SKILLS REQUIRED

- Recommended and preferred graduation from a four-year college or university with a broad business and accounting or have two (2) years of full-time administrative and or direct community health experience, preferably in a public health setting.
- Requires the ability to administer assigned segments of the local health department's administrative team
- Requires the ability to supervise and coordinate staff activities.
- Requires the ability to provide support for the local health department's programs by speaking and writing clearly and concisely.
- Requires ability to perform administrative tasks of graduated difficulty related to local health department administration and supervise and coordinate staff activities.
- Requires the ability to manage state and federal grant financing for agency funding.
- Requires ability to research a variety of information and distill it for executive use.
- Requires ability to apply a variety of administrative skills to recurring and unique situations including seeking support for the local health department programs in speaking and writing consistently and clearly.
- Ability to type 60 wpm
- Experience with Microsoft Office Applications
- 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 and immunizations

ILLUSTRATIVE EXAMPLE OF WORK

- Applies knowledge in the area of statistical reporting, health program development, purchasing, personnel, clinic efficiency, provider networking, software use, marketing, communication and grant writing
- Supervises the activities of clerical personnel engaged in reporting statistical information, billing for health services rendered and maintaining personnel and payroll records.
- Provides policy interpretations in administrative matters for departmental staff, the general public, municipal, county and township officials, vendors and civic and community organizations.

- Participates in the formulation and drafting of budgetary and grant proposals; assembles supporting information and condenses it to highlight areas of critical budgetary and grant needs.
- Administers and coordinates the department's personnel program.
- Secures background information for the Administrator in matters of procedures and policy interpretation for departmental staff, the general public, city, county, and township officials, vendors, and community organizations.
- Secures funds from state and federal agencies and tracks spending based on multiple grant sources.
- Gathers and refines statistical and grant data.
- Assists with the administration and coordination of the department's personnel program.
- May supervise assigned administrative functions of the local health department.
- 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 trainings required for job responsibilities.
- Reports any suspected child abuse/neglect to Department of Children and Family Services (DCFS)
- Performs other duties as required or assigned.

WIC Clerk

Department: WIC Morgan Street Clinic

Reports to: WIC Coordinator

Union Position

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

Pay Scale: \$16.00 - \$16.50/hour

Under the direct supervision of the WIC Coordinator, the WIC Clerk is responsible for supporting and carrying out all activities involved in the WIC nutrition program in compliance with all federal, state and local regulations and policies. WIC Clerk also completes frontline duties for the Morgan Street Medical Clinic as needed.

EDUCATION, EXPERIENCE AND SKILLS

- High School diploma or GED. Two-year degree in business, office management or a related field is recommended
- Good reading and interpretive skills
- Able to function with typical office equipment such as a copier, fax machine and computer
- Good typing and data management skills
- Professional phone etiquette
- Good organization skills and good communication skills required
- Familiarity with all WIC programs, policies and regulations
- Evaluation and quality enhancement skills for the WIC Program
- 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 immunizations and vaccinations

ILLUSTRATIVE EXAMPLES OF WORK

- Screens applicants for WIC eligibility using federal guidelines for residency, identity, and income
- Completes intake processes with clients including verification and documentation of eligibility criteria
- Schedules appointments for certification, follow-up and nutrition classes
- Educates participants about the WIC program, including how to use EBT card, certification periods, and program requirements and expectations Completes all required state trainings annually

- Establish and maintain effective working relationships with the general public, school, community leaders, professionals and professional organizations, government officials, and the medical community available to the WIC populations
- Processes and distributes EBT cards
- Tracks EBT cards by number and client per WIC Policy and Procedures
- Responsible for all letters and correspondence related to WIC clients
- Sends appointment reminders to participants
- Manages flow of electronic records and paperwork related to WIC visits
- Issues and collect surveys
- Attends outreach events on behalf of MCPHD/WIC
- Maintains office equipment and calls for repairs as needed
- Maintains paper and clerical supplies as needed
- Answers phones appropriately, timely and provides necessary information and/or obtains necessary information. Returns calls in an appropriate manner and checks voicemail throughout the day
- Makes referrals to other services based on participants' needs, including but not limited to, Healthy Families, Safe Families, dental services, Medicaid, SNAP, and primary care services
- Is responsible for "closing" activities of clinic at the end of the day (locked doors, lights off, safe locked, etc.)
- Assists WIC Program Coordinator with preparing monthly reports as required
- Assists with clinic inventory tracking and ordering
- Manages immunization schedule for Morgan Street Clinic, including scheduling vaccine appointments and checking patients in
- For medical appointments, enters information into the Practice Management system to ensure that patients/clients are registered appropriately, and billing can be completed in a correct and timely manner.
- Communicates timely and accurately with all Providers and support staff to help direct patients and clients to their rooms or operatories to be seen.
- Provide education to patients regarding Health Center policies and procedures.
- Willing to be cross trained on other departmental responsibilities
- Has read, reviewed and agrees to work and support MCPHD's mission statement
- Has read, understands and functions within the Health Department Policy and Procedures
- Acknowledges and attests to review of MCPHD's Personnel Handbook and HIPAA requirements.
- Flexible when needed when scheduling changes occur.
- Performs other duties as required or assigned

Healthy Families-Family Support Specialist

Department: Healthy Families

Reports to: Healthy Families Program Supervisor

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

Provide home-visiting services to eligible families that focus on parenting education, the parent/child relationship, and child growth and development. Services will focus on strength-based and culturally sensitive practice and will include a curriculum to teach parents communication skills, conflict resolution skills, and copying skills that promote self-sufficiency.

EDUCATION, EXPERIENCE, SKILLS AND OTHER REQUIREMENTS

- Associate's degree in social/health related field **or** a high school diploma or equivalent and a minimum of one (1) year of experience in a community based social services field. Any college coursework in social/health related field is preferable.
- Knowledge of child growth and development and assessment as well as experience with a home based program is preferred but not required.

- Ability to assist parents in strengthening parent/child relationship through role modeling, teaching of positive communication skills, and positive parenting techniques that can help decrease family conflicts in early stages.
- Ability to assist families in learning problem solving techniques and to advocate for themselves and their children.
- Ability to advocate for all members within the family system keeping in mind the goal is the total well-being of the child and the family system.
- Possess strong interpersonal skills and the ability to relate to individuals while respecting their individuality and drawing on their strengths to ease family conflicts.
- Willingness to engage in building reflective capacity (e.g., capacity for introspection, communicating awareness of self in relation to others, recognizing the value of supervision, etc.) experience and humility to work with culturally diverse families.
- Ability to identify ongoing needs, implement appropriate interventions and facilitate referrals.
- Ability to conduct and monitor screening and assessments of all family members and modify individual plans as necessary to address deficits.
- Ability to document in a clear concise manner.
- Ability to be mobile without any limitations or restrictions
- Must be able to perform CPR
- Must be up-to-date on immunizations and vaccinations

ILLUSTRATIVE EXAMPLES OF WORK

- Thorough home visiting services (as established by the program guidelines)
- Facilitate and support the parent/child relationship.
- Active listening to parental concerns and observations.
- Active engagement in building reflective capacity (e.g., capacity for introspection, communicating awareness of self in relation to others, recognizing the value of supervision, etc.) experience and humility to work with culturally diverse families.
- Respect family values and culture.
- Assist the family to learn how to develop consistent and appropriate solution-focused problem solving skills by helping them create an Individual Family Support Plan (IFSP) according to the program guidelines.
- Assess, facilitate and promote positive child growth and development; become trained and administer the Ages and Stages Developmental Screening.
- Provide information (regarding communication skills, conflict resolution, coping, child development, discipline, etc.) from MCPHD HFI approved curriculums, model solution-focused problem solving skills, and make appropriate referrals to community resources; including but not limited to support for ongoing linkage with WIC and the coordination of developmental screening with WIC.
- Perform outreach activities to families who have been identified as eligible for the HFI program, but who have not agreed to enroll or to families who have enrolled but for one reason or another have disengaged from the program.
- Report any suspected child abuse/neglect to DCFS.
- Maintain appropriate documentation that outlines the services provided to the family and helps to facilitate quality assurance.
- Attend the required weekly supervisory and monthly staff meetings.
- Acknowledge and advocate for self (to avoid burnout, to obtain career development and additional supervision).
- Receive immediate training on HIPAA policies and procedures.
- Willingness to be cross-trained to provide other integrated services as needed.
- Read, review and agree to work and support the mission statement of MCPHD.
- Satisfactorily complete and attend training required for job responsibilities.

- Perform other duties as required or assigned.

Dental Assistant (1) Dental Assistant Trainee (1)

Department: Maple Street Dental

Reports to: Dental Director/Lead Dental Assistant

Union Position

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

Pay Scale: \$16.00 - \$17.50/hour

The Dental Assistant is responsible for working closely with the Dentist, Lead Dental Assistant and Hygienist as needed. They will assist in providing dental care to the patients, perform duties chair side, four handed dentistry area. Dental Assistants will treat patients with courtesy and respect in a professional manner.

EDUCATION, EXPERIENCE AND SKILLS

- High School diploma or GED
- 1-year EDR Computer knowledge and work experience beneficial
- Good organization skills and good communication skills required
- Ability to deal professionally 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.
- Ability to handle intermittent sitting, bending and reaching.
- Must be up-to-date on all immunizations and vaccinations.

ILLUSTRATIVE EXAMPLES OF WORK

- May be exposed to bodily fluids during routine duties; must always wear required PPE
- follow proper exposure safety procedures
- Perform digital radiography procedures and must follow related safety guidelines.
- Ability to plan ahead and anticipate issues
- Must maintain appropriate knowledge of dental assisting through ongoing education and/or training
- Good skills at being attentive to the needs of patients/visitors and co-workers.
- Dependable and Consistent with strong effective communication.
- Consistently displays integrity, self-awareness, ownership and responsibility.
- Dependable and Consistent
- Must consistently demonstrate a high level of Integrity, self-awareness, ownership, and responsibility.
- Must consistently demonstrate gratitude and empathy.
- Ability to delegate and be a team player, offering resources and autonomy to teammates. Strong coaching and monitoring skills, holding team members accountable.
- Desire to positively motivate their team members and provide them with positive direction, diffusing conflict or drama to promote a healthy, happy working environment
- Other duties as assigned

LCSW Licensed Clinical Social Worker

LCPC Licensed Clinical Professional Counselor

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

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 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