

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 June 6, 2025**

Career Opportunities are also located on our website at [www.mcphd.net](http://www.mcphd.net)  
Applications are available for pick up from MCPHD's Human Resources department and are  
also available online at: <https://mcphd.net/careers/>  
Applications and resumes can be dropped off at any MCPHD location or emailed to: [humanresources@mcphd.net](mailto:humanresources@mcphd.net)

### **REVENUE CYCLE COORDINATOR – MEDICAL/ BEHAVIORAL HEALTH/ PUBLIC HEALTH-BILLING**

**Department: Billing/Administration**

**Reports to: Revenue Cycle Manager**

**Non-Union Position**

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

**Pay Scale: \$20.00 to \$22.00/hour**

The Revenue Cycle Specialist Medical/Behavioral Health/Public Health is a key member and contributor to the success of the Practice. This "attention to detail" position provides in depth support for all insurance related duties of the office to ensure all treatment/procedures ordered by the provider are covered under the patient's insurance plan. The Revenue Cycle Specialist will work closely under the supervision of the Revenue Cycle Manager – Medical/Behavioral Health/Public Health and will provide support to the Revenue Cycle Dental Team on a regular basis.

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

- High School diploma or equivalent required.
- One year or more experience in Revenue Cycle/billing and claims adjudication required.
- Demonstrate effectiveness in written and verbal communication.
- Proficiency in Microsoft Office applications.
- Knowledge in Federal and State regulations.
- Accuracy and organization are a must.
- 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.
- Ability to be mobile without 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**

- Assist in the resolution of claims with the goal of increasing revenue for the clinic
- Research and resolution of denials and unpaid claims to avoid loss of aged AR.
- Research and resolution of all outstanding Accounts Receivable

- Posting of EOBs will reflect the processing of the claim by the insurance carrier in such a way that balances may be forwarded to the next responsible party, and in a way that all denials can be monitored through reporting by use of line item reason codes.
- All EOBs posted will be scanned to create an electronic batch based on the date they were posted
- Adjudication of all unpaid claims
- Run reports regularly to indicate, via line item reason codes, what claims need re-worked to obtain further resolution based on how the claim denied.
- Run and complete required weekly and monthly reports to secure MCPHD's financial health.
- Responsible for resolving overdue bill and collecting payment from the individuals responsible for the debt
- Understands and monitors all business related function of the patient visit from point of entry to accurate adjudication of the patients' accounts
- Adjudication of unpaid claims
- Unpaid claims report run regularly to show which claims have not yet been processed by the billed insurance carrier. Claim status will be checked via phone call or options, and properly adjudicated based on the claim status
- Specific areas of responsibility include Revenue Cycle Training, Credentialing, Claims Management, Billing, Collections, Patient Insurance, Date Processing, Integrity of Patient Accounts, Accounts Receivable Management, practice management system file maintenance, and third party revenue cycle vendors
- Responsible for provider reimbursement programs, policies, and strategies to ensure unit cost controls meet or exceed corporate objectives for medical cost containment
- Analyzes claims, utilization, and medical, behavioral health, and public health cost data
- Meets internal goals and external benchmarks in the Revenue Cycle
- Resolves escalated reimbursement issues with payers and systems for optimal management of account receivable
- Steps forward to address difficult issues
- Takes ownership and overcomes Revenue Cycle challenges
- Develops, implements, maintains the Practice's Revenue Cycle Standard Operating Procedures (SOPs) for the Medical/Behavioral Health/Public Health Department
- May develop training materials to facilitate staff training of SOPs, systems metrics, government regulations, etc.
- Identifies new goals and visions to assist team in maximizing Revenue Cycle return
- Performs 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 and successful completion and maintenance of approved Food Service Manager's Certification within 90 days from the date of hire.
- 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

## **DENTAL ASSISTANT**

**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

### **FRONT OFFICE ASSISTANT – BH/Medical/Dental**

**Department: BH/Medical/Dental**

**Reports to: Clinical Director/Dental Director**

**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**

The Office Assistant is responsible for scheduling patients, greeting patients/visitors, ensuring information is obtained and entering all relevant data into EHR. The Office Assistant will provide optimum attention to the needs and concerns of our patients/visitors at all times. Reports to the Clinical Director.

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

- High School diploma or GED
- Office experience required. Medical and/or dental office experience preferred.
- Computer knowledge and work experience required
- Good organization skills and good communication skills required
- Basic Life Support (BLS)
- Ability to be mobile without limitations or restrictions in order to move from workstation to workstation; reach telephones and computer boards; bend over to file.
- Ability to sit for lengthy periods is required.
- May be exposed to bodily fluids during emergencies, but not as a normal part of the job.
- Computer skills are required
- Friendly, polite and outgoing with patients/visitors
- Good skills at being attentive to the needs of patients/visitors and co-workers.
- Knowledge and experience with Electronic Medical Records is required
- Must be up-to-date on immunizations and vaccinations
- Dependable and Consistent

### **ILLUSTRATIVE EXAMPLES OF WORK**

- Obtains necessary information and completed forms to complete an accurate registration process for all patients being seen in the clinic.
- Verifies all information obtained are complete and accurate.
- Enters information into the Practice Management system, to ensure that patients are registered appropriately, and billing can be completed in a correct and timely manner.
- Communicates timely and accurately with all Provider and support staff to help direct patients to their rooms or operatories to be seen.
- Answers phones appropriately, timely and provides necessary information and/or obtains necessary information. Returns calls in an appropriate manner.
- Schedules appointments as needed for patients.
- Flexible when needed when scheduling changes occur.
- Maintains a daily deposit bag and balances it daily.
- Monitors equipment and takes necessary steps to get repairs made when needed.
- Monitors supplies and takes necessary steps to replenish as needed.
- Maintains manuals as needed.
- Communicates necessary information with other staff as needed.
- Performs other duties as assigned consistent with those outlined above.
- Assist providers with procedures as needed.
- Provide education to patients regarding Health Center policies and procedures.
- Front Office Assistant will assist in making sure that all measures are met and will document their part during the registration process
- Front Office Assistant is required to know and understand all State and Government required measures
- Other duties as assigned

### **SUB-CLINICAL BEHAVIORAL HEALTH PROFESSIONAL**

**Department: Medical/Behavioral Health**

**Reports to: Clinical Director**

**Clinical supervision: Licensed Clinical Social Worker (LCSW)/Licensed Clinical Professional Counselor (LCPC)**

**Non-Union Position**

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

**Pay Scale: \$27-30/hour**

**Benefit:** Sub-Clinical Behavioral Health Professional will receive supervision from LCSW/LCPC towards certification of clinical hours to apply towards clinical licensure

The sub-clinical behavioral health professional 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 sub-clinical behavioral health professional works under the general supervision by an LCSW/LCPC as part of a collaborative. Reports to Clinical Director with Clinical Supervision by LCSW/LCPC.

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

- Graduate of accredited program master's or doctoral degree in counseling and guidance, rehabilitation counseling, social work, psychology, pastoral counseling, marriage and family therapy, or related field.
- At least one year of supervised experience providing direct service in a clinical setting preferred.
- Experience in an integrated behavioral health and primary care organization a plus.
- Must possess professional knowledge of counseling principles, practices, and process gained through extended clinical study and experience in order to provide behavioral mental health 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.
- Participate in mandatory weekly general supervision meetings with LCSW/LCPC.
- Other duties as assigned.

### **DENTIST**

**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: \$93.00 - \$96.00/hour**

Responsible for providing the patients of Macoupin County Health Department clinics with general dental services. Oversees the quality and productivity of dental office support personnel.

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

- Requires a D.D.S. or D.M.D. degree from a dental school accepted by the American Dental Association.
- Requires possession of a current, valid license to practice dentistry in Illinois.
- Prefer at least one year of clinical experience.
- Maintains satisfactory working relationships with employees and patients.
- Exercise professional judgment in the oral health care of patients.
- Actively participate in national, state, and local professional activities.
- Consult with appropriate health care professionals.
- Ability to be mobile without limitations or restrictions
- Ability to perform CPR or any life-saving techniques
- Must be up-to-date with all vaccinations and immunizations

### **ILLUSTRATIVE EXAMPLE OF WORK**

- Conduct clinical dentistry in the dental office with support personnel.
- Provide the patients of the Clinic with general dental services, emphasizing service for the low income and poor patients.
- Advise the Dental Program Coordinator concerning dental office policy and procedures.
- Oversee the quality and productivity of dental office support personnel.
- Direct the operational policies of the dental office.
- Provide services in accordance with the School Sealant program.
- 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.
- Performs other duties as required or assigned.
- Has read, reviewed and agrees to work and support the mission statement of the MCPHD.
- Satisfactorily completes and attends trainings required for job responsibilities.
- Report any suspected child abuse/neglect to DCFS.
- 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.

### **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

## **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

### **TRANSPORTATION DRIVER**

#### **Macoupin County Public Transportation (MCPT)**

**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.***