

Administrative Office ~ 205 Oakland Ave ~ Carlinville, IL ~ 217-854-3223 (p) ~ 217-854-3225 (fax)
St. Francis Way Clinic ~ 805 St. Francis Way ~ Litchfield, IL 62056 ~ 217-250-2380 (p) ~ 217-250-2385 (fax)
Columbian Blvd. Dental Clinic ~ 125 W. Columbian Blvd. South ~ Litchfield, IL 62056 ~ 217-250-2360 (p) ~ 217-250-2365 (fax)

Career Opportunities as of January 16, 2026

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

LEAD DENTAL FRONT OFFICE ASSISTANT

Department: Dental

Reports to: Dental Director

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

Pay Scale: \$1.00/hour more than current wage

Lead Dental Office Assistant coordinates schedules of office assistants and is the preceptor for training.

EDUCATION, EXPERIENCE AND SKILLS REQUIRED

- High School diploma or GED.
- Two years' office management experience
- Two years' grant accounting management experience
- Typing speed of 50 w.p.m.
- Ability to read, interpret documents, write clear and concise reports and correspondence.
- Strong organizational skills.
- Problem solving and math skills.
- Working knowledge of ICD/9/CPT coding and related fields.
- Working knowledge of computers and willingness to learn mandated computer programs.
- Good communication skills, verbal and written.
- Must possess the ability to work with physicians, personnel, and patients.
- Ability to be mobile without any limitations or restrictions
- Must be up-to-date on all immunizations and vaccinations
- Must be able to perform Basic Life Support (BLS)
- Must have a valid government-issued photo ID

ILLUSTRATIVE EXAMPLES OF WORK

- Supervises all secretarial operations of the School Linked and Community Care Health Center.
- Analyzes and organizes office operations and procedures including bookkeeping, correspondence, filing, requisitions of supplies, etc.
- Provides input in the hiring of other front office staff.
- Performs Quality Assurance activity regarding accuracy and completeness of logs, Medicaid records and billing codes.
- Orders and maintains office supplies, assists with ordering medical supplies and educational supplies.
- Evaluates office production and revises procedures and implements new or changed office practices.
- Instruct other front office staff in the performance of these tasks.
- Handles the health center's incoming funds.
- Maintains and updates cash receipt journal, expenditure ledger, revenue ledger, deposit files and records.
- Maintains petty cash fund. Assists in developing and maintaining all forms to be used in the health center, including: charts, correspondence, consents, etc.
- Answer phones, assisting callers with non-technical questions and procedures.
- Directs calls to appropriate person or agency, school, hospital or staff member.
- Schedules appointments for appropriate staff members.

- Receives and welcomes patients and visitors.
- Determines appropriate agency to bill public aid, grant funds, private insurance and completes billing.
- Maintains patient charts, ensures accuracy and confidentiality.
- Receive immediate training on HIPAA regulations and maintain an up-to-date knowledge of all HIPAA policies and procedures.
- Willingness to be cross trained to provide other integrated services as needed.
- Has read, reviewed and agrees to work and support the mission statement of the MCPHD.
- Satisfactorily completes and attends training required for job responsibilities.
- Reports on any suspected child abuse/neglect to Department of Children and Family Services (DCFS)
- Member of the Risk Management Team
- Performs other duties as required or assigned.

MEDICAL ASSISTANT

Department: Medical/BH

Reports to: Clinical 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

Medical Assistant will perform a wide variety of activities, which will include both direct patient care of all ages and office functions. Direct care will be both in the clinic and over the phone. Medical Assistant will be required to complete tasks involving the use of assessment, planning, intervention, and evaluation skills. All patient care is provided under the direct supervision of the physician and/or mid-level providers. Reports to the Clinical Director.

EDUCATION, EXPERIENCE AND SKILLS REQUIRED

- Graduate from an accredited Medical Assistant program required and Medical Assistant Certificate preferred.
- Coursework in pharmaceuticals and medication administration is preferred.
- Knowledge of prior authorizations is preferred.
- Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures and governmental regulations.
- Ability to read and interpret reports, business correspondence and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers and the general public.
- Computer skills are required.
- Knowledge and experience with Electronic Medical Records is required
- Direct the flow of patients in the rooms.
- Ensure rooms are cleaned between patients, as well as cleaned and stocked at the end of each day.
- Collect/assist with collection of specimens, administer vaccines, administers injections, gives treatments, performs routine laboratory test and any other task as assigned by the provider.
- Maintain inventory of all necessary supplies, vaccines and medications, place orders and verify deliveries.
- Assist providers with procedures as needed.
- Provide education to patients regarding all patient care.
- Ability to be mobile without any limitations or restrictions
- Must be up-to-date on all immunizations and vaccinations
- Must be certified in Basic Life Support (BLS)
- Must have a valid government-issued photo ID

ILLUSTRATIVE EXAMPLES OF WORK

- Interview patients and measure vital signs, such as pulse rate, temperature, blood pressure, weight and height and records information in patient's electronic health records.
- Schedule specialty appointments, processes referrals and complete prior authorizations.
- Inputs all data into electronic health records to maintain office and patient records.
- Required to know and understand all State and Government required measures.
- MA will assist in making sure that all quality measures are met and documented on every patient visit, providing the highest clinical standard of patient care.

- Medical assistants also engage in reception activities, greeting and assisting patients and visitors and help complete the business side of a patient visit.
- Physical endurance which includes lifting heavy objects (up to 50 pounds), bending, squatting and standing for extended periods of time
- Good knowledge of safety procedures as well as experience working with chemicals, good handling of tools, mechanical skills and adherence to safety measures
- May be exposed to bodily fluids in the event of emergencies but not as a normal part of the job
- Will receive immediate training on HIPAA regulations and will 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 agreed to work and support the mission statement of MCPHD.
- Satisfactorily completes training for job responsibilities.
- Reports any suspected child abuse/neglect to the Department of Children and Family Services (DCFS).
- Performs other duties as required or assigned.

FRONT OFFICE ASSISTANT – BH/MEDICAL

Department: BH/Medical

Reports to: Clinical 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
- 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
- Dependable and Consistent
- Ability to be mobile without any limitations or restrictions
- Must be up-to-date on all immunizations and vaccinations
- Must be able to perform Basic Life Support (BLS)
- Must have a valid government-issued photo ID

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 is 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 take 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
- Performs other duties as required or assigned.

SOCIAL WORKER

Department: Medical/Behavioral Health

Reports to: Recovery Program Development and Sustainability Manager

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

Pay Scale: \$24.00 - \$26.00/hour

The Social Worker is responsible for coordinating and delivering case management services to individuals and families engaged with public health and health center programs. This position supports clients in accessing resources related to mental health, substance use, domestic violence, housing, and other social determinants of health, with a focus on improving overall well-being and stability.

EDUCATION, EXPERIENCE AND SKILLS

- Bachelor's or Master's degree in social work (BSW or MSW) or related field (e.g., Psychology, Human Services) from an accredited institution
- At least two years of experience in case management, family health, mental health, or substance use services preferred
- Working knowledge of community resources and referral processes
- Basic understanding of social work principles, group dynamics, and community engagement
- Ability to work independently and collaboratively in a team environment
- Strong organizational, communication, and interpersonal skills
- Proficiency in Electronic Medical Records (EMR) systems
- Ability to perform Basic Life Support (BLS)
- Requires 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

- Coordinate and monitor services for clients, ensuring timely access to needed resources
- Develop and maintain individualized service plans in collaboration with clients and interdisciplinary teams
- Provide referrals to community-based services including housing, employment, education, healthcare, and social support
- Maintain accurate and timely documentation, reports, and required data
- Participate in clinical and interdisciplinary team meetings
- Conduct community outreach as needed
- Support public education and informational activities
- Adhere to HIPAA regulations and maintain confidentiality of client information
- Report suspected child abuse/neglect to appropriate authorities (DCFS)
- Support the mission and values of the Macoupin County Public Health Department
- Complete all required training and professional development
- Perform other duties as assigned

Environmental Health Sanitarian

Department: Environmental Health

Reports to: Environmental Health Director/COO/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: \$25.00 - \$27.00/hour

Environmental Health Sanitarian, 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

- Bachelor of Science degree from an accredited college or university with a minimum of 30 semester hours or equivalent in the basic sciences and/or biological services 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
- License: Environmental Health Practitioner In-Training or Environmental Health Practitioner license (LEHP) in accordance with the State of Illinois Environmental Health Practitioner Licensing Act
- Valid driver's license and automobile insurance
- 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.
- Knowledge and experience with Microsoft and Microsoft Applications
- Dependable and Consistent
- Ability to be mobile without any limitations or restrictions
- Must be up-to-date on all immunizations and vaccinations
- Must be certified in Basic Life Support (BLS)
- Must have a valid government-issued photo ID

ILLUSTRATIVE EXAMPLES OF WORK

- Reviews plans, issues permit, and inspects food service facilities, private sewage disposal systems, private water supplies, body art and tanning operations, vector control
- Receives training in the environmental health programs
- Conducts routine epidemiological surveys, 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.
- 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; advises regarding improvements or corrections necessary to assure compliance with applicable laws, rules, and regulations.
- Collect, analyze, and interpret data and make reasoned recommendations
- Conducts educational sessions on relevant environmental health topics, programs, services
- Must complete any and all prescribed certifications and/or courses relevant to position
- 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.
- Performs other duties as required or assigned.

DENTAL ASSISTANT

Department: Maple/Morgan/Columbian 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 chairside, four-handed dentistry area.

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 situations
- 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

PUBLIC HEALTH DENTAL HYGIENIST (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 situations
- 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 or proper dental care and oral hygiene; promotes maintenance or 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 situations
- 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

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 training required for job responsibilities.
- Report any suspected child abuse/neglect to DCFS.