

POSITION DESCRIPTION

Position Title: Genetic Counselor

Date:

Department: Children's Health Care Service
Victory

Written By:

Reports To: Operations Manager

Facility:

I. POSITION SUMMARY:

II. REPORTING RELATIONSHIPS:

III. FREEDOM TO ACT/ACCOUNTABILITY:

IV. WORKING RELATIONSHIPS/CONTACTS:

V. DIMENSIONS:

Direct reports	FTE's (<i>Number of full-time employees directly supervised</i>)
Indirect reports	FTE's (<i>Number indirectly supervised</i>)
Budget revenue \$	(<i>Amount of income generated by this position</i>)
Budget expense \$	(<i>Authorized amount of spending by this position</i>)
Other:	

VI. POSITION REQUIREMENTS:

Education:

Experience:

Knowledge:

- Special Skills/Equipment:

VII. CAREER LADDER:

VIII. OSHA EXPOSURE, PHYSICAL DEMANDS AND WORKING CONDITIONS:

Refer to Attachments I and 11

IX. OTHER INFORMATION:

Confidentiality: It is an expectation that all employees at _____ will protect the confidentiality of all patient care, personnel, and business/financial information. Employees will demonstrate their confidentiality knowledge through the use of a self-study information package and test.

Compliance: Employees will complete required competencies, annual mandatory training requirements and adhere to the code of conduct as described in the _____ Compliance Plan and brochure. In addition, the individual in this position can provide care and support to all age groups or patients in his/her assigned practice/work area based on physical/psychosocial, educational, safety and related criteria.

Disclaimer: The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

X. APPROVALS:

Department Director or Above

Date

Human Resources

Date

XI. PRINCIPAL ACCOUNTABILITIES:

1.

2.

3.

4.

5.

6.

7.

8. Models values in the performance of work duties
- a) Demonstrates integrity, caring and compassion when working with patients, families and staff.
 - Can be counted upon to perform duties as promised.
 - Is trusted to perform responsibilities without undo supervision.
 - Treats patients, families, visitors and staff with dignity and respect.
 - Protects the confidentiality of all patient care, personnel, and business/financial information.
 - b) Demonstrates concern for the community at large in performance of job duties.
 - Takes steps to ensure that laws and regulations regarding the practice of health care are followed.
 - Participates in organization wide and community service activities.
 - Communicates a positive image about ' Care to the community.
 - c) Strives for excellence, continually learning, improving personal work and facilitates staff contribution toward continuous improvement.
 - d) Uses , finite resources wisely.
 - Reduces waste in materials used to perform duties.
 - Uses work time productively.
 - Reports to work on time and is ready to perform job duties.
 - Adheres to - Standards for attendance.

FINAL STEP FOR COMPLETING PRINCIPAL ACCOUNTABILITIES

In order to comply with Federal Law regarding the Americans with Disabilities Act (ADA), a determination must be made as to whether principal accountabilities are considered to be essential or non-essential.

Essential accountabilities are key accountabilities that must be performed with or without accommodation. For accountabilities to be considered essential they must meet one or more of the following requirements:

The performance of this function is the reason that the job exists.

There are limited employees among whom the performance of this function can be distributed.

This function is highly specialized. Employees are hired for the skill/ability to perform this function.

D Failure to perform this function may have serious consequences.

Non-essential accountabilities, while important, do not meet the requirements listed above and can be reassigned to another individual.

By law, _____ must distinguish between essential and non-essential accountabilities. As a final step, return to section XI of the position description, and designate those accountabilities that you consider to be NON-ESSENTIAL by placing two asterisks (**) following each description of accountability

Attachment I
(Please include with the completed Position Description)
EXPOSURE CATEGORIES FOR OSHA

Please review the exposure categories for OSHA listed below and indicate the category appropriate for the position in the box below:

OSHA EXPOSURE CATEGORY: II

Exposure Determination:

Exposure (or potential exposure) to Hepatitis B (HBV) and Human Immunodeficiency Virus (HIV) is defined in terms of actual (or potential) skin, mucous membrane, or parental contact with blood, body fluids, or tissues. Each position is categorized according to likelihood of exposure. Protective equipment shall be readily available. Employees shall be educated in the appropriate use of protective equipment according to their job classifications.

Category I Tasks involving exposure to blood, body fluids, or tissues:

All procedures or other job related tasks that involve an inherent potential for mucous membrane or skin contact with blood, body fluids, or tissues, or a potential for spills or splashes of them are Category I tasks. Use of appropriate protective measures is required for every employee engaged in Category I tasks. All Category I tasks do not involve the same type or degree of risk and therefore all do not require the same kind or extent of protection. Specific combinations of clothing and equipment are tailored for specific tasks. Minimum levels of protection in most cases include use of appropriate gloves. If there is the potential for splashes, protective eyewear or face shields should be worn. If there is potential for clothing being soaked with blood, protective gowns or aprons should be worn.

Category II Tasks that involve no exposure to blood, body fluids, or tissues, but employment may require performing unplanned Category I tasks:

The normal work routine involves no exposure to blood, body fluids, or tissues but exposure or potential exposure may be required as a condition of employment. Appropriate protective equipment (e.g., gloves, protective eyeglasses, masks, or gowns) will be readily available to every employee engaged in Category II tasks. Employees need not be wearing protective equipment, but should be prepared to use appropriate protective gear on short notice.

All employees engaged in Category I and II exposure tasks are offered hepatitis B vaccine through Employee Health Services.

Category III Tasks that involve no exposure to blood, body fluids, or tissues, and Category I tasks are not a condition of employment:

The normal work routine involves no exposure to blood, body fluids, or tissues (although situations can be imagined or hypothesized under which anyone, anywhere, might encounter potential exposure to body fluids). Persons who perform these duties are not called upon as part of their employment to perform or assist in emergency medical care or first aid or to be potentially exposed in some other way. Tasks that involve handling of implements or utensils, use of public or shared bathroom facilities or telephones, and personal contacts such as handshaking are Category III tasks.

If Category I and II tasks do not exist in the department, then no specific personal hygiene or protective measures are required. However, these employees should be aware of the risk factors associated with transmission of HBV and HIV so that they can recognize situations which pose increased potential for exposure and know how to avoid or minimize personal risk.

Attachment II

PHYSICAL DEMANDS AND WORKING CONDITIONS
(Please include with the completed position description)

JOB TITLE:

JOB CODE:

A. Weight-Related Functions and Categories

0-10 lbs Lifting	a. 0 to 10 lbs.	e. 35 to 50 lbs.
Carrying	b. 11 to 24 lbs.	f. 51 to 74 lbs.
Pushing/Pulling	c. 25 to 34 lbs.	g. over 74 lbs.

B. General Functions

Sitting	Climbing	Reaching Above
Standing	Kneeling	Reaching Out
Walking	Crouching	Reaching Below
Driving	Twisting	
Bending	Balancing	

C. Hand and Foot Manipulations

Hand Manipulation

Simple Grasping
Firm Grasping
Firm Manipulation
Pushing/Pulling
Use of Hand

Foot Manipulation

Foot Controls
Repeat Movement
Use of Leg

D. Sensory Functions

Far Vision	Depth Vision	Telephone
Near Vision	See Fine Details	Overhead Paging
Color Vision	Hear Normal Speech	Talking

E. Environmental Conditions

Infectious Diseases	Hazardous or Moving Equipment
Chemical Agents	Unprotected Heights
Dust, Fumes or Gases	Noisy Environment
Extremes in Temperature/Humidity	

VERIFIED BY:

(Supervisor's Name)

DATE: