

JOB DESCRIPTION NON-CLINICAL

EMPLOYEE NAME:**TITLE:** Genetics Counselor**DEPARTMENT:** Regional Cancer Center**JOB CODE:****EFF. DATE:****FUNCTIONAL PURPOSE:**

The primary function of this position is develop and implement a genetic risk assessment service at the Regional Cancer Center. The position includes referral development, genetic counseling, education, billing, medical records management, communication, assisting in related clinical research and funding preparation. This position will also assist the organization in planning for the implications of genetic testing.

AGE SPECIFIC GROUPS SERVED: Adults age 18 through advanced ages.

CUSTOMER SERVICE STANDARDS:

Definition of customer: patient, family member, physician, co-workers, management, corporations, donors.

Incorporates and demonstrates the **Ten Standards for Customer Service Excellence** in dealing with people in order to achieve the organization's employee response pledge of **RESPONDING WITH EXCELLENT SERVICE, RESPECT AND COMPASSION.**

TECHNICAL SKILLS/CORE COMPETENCIES:

- Provide genetic counseling and education to families with adult heredity cancer syndromes.
- Collect cancer histories and provide genetic counseling for men and women attending high-risk cancer clinics.
- Develop and implement genetic counseling services for high-risk patients undergoing DNA testing for cancer susceptibility genes.
- Assist in the development of clinical research protocols for individuals at high risk or undergoing susceptibility testing. Assist in identifying clinical research studies involving genetic risk assessment. Assist in accruing patients to such studies.
- Develop written educational materials for patients and providers regarding inherited cancer syndromes and predictive testing for cancer susceptibility genes. Serves as resource to patients, families, staff and physicians associated with the RCC and PHCI.
- Represent the organization in initiatives on cancer genetics.
- Assist in supporting fundraising efforts related to genetic risk assessment.
- Develops referrals to the high-risk cancer clinic service.

Expected Results

- Oversees an active, well-functioning and well-regarded high-risk cancer clinic.
- Broad range of referrals from primary and specialty physicians.

Age Specific

Responds appropriately to employees according to age and culture-specific needs.

ORGANIZATIONAL REQUIREMENTS

- Adheres to organizational practices relating to HIPPA.
- Complies with organizational training requirements on life safety matters (emergency codes, MSDS, etc.), cultural competence, age specific competencies, and standard precautions.

- Abides by organizational policies and procedures.

EDUCATION, LICENSURE/CERTIFICATION AND EXPERIENCE

- Masters prepared genetic counselor required.
- Board certified or board eligible genetics counselor required.
- Successful experience as a cancer genetic counselor preferred.
- Ability to generate referrals from physicians.
- Ability to serve a wide variety of customers.
- Knowledge of cancer genetics/high risk.
- Expertise in understanding clinical research.
- Strong attention to detail yet able to maintain global perspective.
- Excellent time management and organizational skills.
- Able to exercise independent judgment, ingenuity and initiative within policy limits.
- Excellent communication skills ability to interact effectively with all levels of staff.
- High level of reading and writing ability.
- Ability to work independently and as a team player to accomplish established goals.
- Ability to work in fast paced and stressful situations.
- Excellent problem solving skills.
- Strong leadership / managerial skills.
- Willingness and ability to function within a team structure. Lend support where needed to ensure successful representation of Regional Cancer Center.
- Ability to manage multiple priorities / projects.

ORGANIZATIONAL REPORTING RELATIONSHIP

- Reports to Executive Director of the Regional Cancer Center.

ADA ESSENTIAL ELEMENTS

- Ability to manage time and organize tasks.
- Ability to exercise independent judgement, ingenuity and initiative within policy limits.
- Ability to read and interpret data.
- Ability to synthesize data and other information for use in genetic counseling.
- Ability to communicate effectively – verbally and in writing - with employees, physicians, patients and visitors in both one-to-one and presentation situations.
- Ability to hear and record information from phone to paper.
- Ability to computer key entry and use computer equipment.
- Required to go to other departments, sections of the hospital and drive to sites/offices/clinics as needed.

ADA QUALIFICATIONS

- Ability to understand, read, speak and write English.
- Ability to sit and/or stand for extended periods of time.
- Ability to walk, bend, twist, and reach.
- Near vision at 20 inches and far vision at 20 feet or further.
- Ability to hear with or without accommodation.
- Ability to use fingers for dexterity functions.
- Ability to lift and carry up to 50lbs.
- Ability to push and pull objects at a medium intensity level of effort.
- Ability to walk, use stairs or elevators with or without accommodations.