

UW HEALTH JOB DESCRIPTION

Genetics Counselor

Job Code: 780001	FLSA Status: Exempt	Mgt. Approval: P. Levonian	Date: September 2019
Department: Genetic Counseling Services		HR Approval: K. Fleming	Date: March 2021

JOB SUMMARY

The genetic counselor is part of Genetic Counseling Services and delivers care to UWHC patients and families. The genetic counselor in this position is accountable and reports to the director of genetic counseling services. The genetic counselor must be self directed, be able to make decisions, perform at a high level of independence, and seek supervision and case consultation as needed. Patient and family confidentiality must be maintained. Documentation must be completed via the electronic medical record.

The genetic counselor provides genetic counseling to individuals and families with various genetics concerns, typically in a specific care area. The referrals come from a variety of internal and external sources. In some instances, the counselor may work in a multi-disciplinary manner with other UW Health providers. The genetic counselor will provide community and health care provider education and will work to enhance the genetic counseling program and referral base. The genetic counselor will be expected to participate in training and supervision of graduate students in the UW-Madison Master of Genetic Counselor Studies program.

The genetic counselor must be able to work with patients who have diverse cultural backgrounds, diverse life experience, education levels, life styles and socioeconomic statuses. Sensitivity and the ability to work with patients confidentially and positively are essential.

Knowledge of health care systems, health insurance authorization processes, community resources and the ability to work as a member of an interdisciplinary team are essential skills and knowledge required for this genetic counselor position.

MAJOR RESPONSIBILITIES

1. Provides detailed risk assessment and counseling services to patients and families referred to UW Health. This assessment includes many steps, including pre-appointment review of patient medical history and family history. The assessment is shared with the patient in a clinic appointment(s). Information must be conveyed to the patient sensitively, and in a manner consistent with the patient's educational style.
2. Facilitates genetic testing when appropriate. The counselor will obtain informed consent from the patient and authorizations from insurance when necessary. The genetic counselor will interpret the genetic test results and will communicate the results to the patient and referring provider. These results and interpretation will be documented in the electronic medical record and for the patient.
3. Maintain knowledge about medical practice guidelines related to their area of work.
4. Refers patients to other specialties when appropriate.
5. Participates in multidisciplinary conferences as appropriate.
6. Promotes the development of the UW Health Genetics Counseling Services through networking with other physicians and health care providers.
7. Manages a patient data base to track referrals and to document clinic trends.
8. Supervises graduate students from the UW-Madison Master of Genetic Counselor Studies program when appropriate.
9. Provides education to lay groups, medical students, residents, fellows and faculty about genetics matters.
10. Participates in relevant research projects.

ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS.

JOB REQUIREMENTS

Education	Minimum	Master's degree in Genetic Counseling from a college or university program accredited by the Accreditation Council for Genetic Counseling or the American Board of Genetic Counseling or a Master's degree in clinical or medical genetics prior to the establishment of the ACGC or ABGC
	Preferred	
Work Experience	Minimum	None
	Preferred	Two or more years' experience in clinical genetic counseling; experience in domain-specific area
Licenses & Certifications	Minimum	Eligibility for certification by the American Board of Genetic Counseling.
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Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> • Good interpersonal communication skills, problem-solving ability and flexibility are required, • Knowledge of systems and the ability to work within a complex health care system. • Skill in verbal and written communication is required to provide multiple caregivers and various hospital departments with information necessary to patient care.

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	<ul style="list-style-type: none"> • Knowledge of and the ability to document timely, clearly and concisely is required. • Ability to work autonomously and utilize organizational skills. • Ability to provide sensitive and accurate genetic counseling services to patients and families. • Ability to collaborate and coordinate patient care with other disciplines. • Is accountable for delegated activities. • Prepare and present educational activities to patients, families, trainees, multidisciplinary groups within the UWHC, the local area and the national community. 		
AGE SPECIFIC COMPETENCY (Clinical jobs only)			
Identify age-specific competencies for direct and indirect patient care providers who regularly assess, manage and treat patients.			
Instructions: Indicate the age groups of patients served either by direct or indirect patient care by checking the appropriate boxes below. Next,			
	Infants (Birth – 11 months)		Adolescent (13 – 19 years)
	Toddlers (1 – 3 years)		Young Adult (20 – 40 years)
	Preschool (4 – 5 years)		Middle Adult (41 – 65 years)
	School Age (6 – 12 years)		Older Adult (Over 65 years)
JOB FUNCTIONS			
Review the employee's job description and identify each essential function that is performed differently based on the age group of the patient.			
PHYSICAL REQUIREMENTS			
Indicate the appropriate physical requirements of this job in the course of a shift. <i>Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.</i>			
Physical Demand Level		Occasional Up to 33% of the time	Frequent 34%-66% of the time
			Constant 67%-100% of the time
x	Sedentary: Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as docket, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.	Up to 10#	Negligible
	Light: Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may only be a negligible amount, a job is in this category when it requires walking or standing to a significant degree.	Up to 20#	Negligible or constant push/pull of items of negligible weight
	Medium: Ability to lift up to 50 pounds maximum with frequent lifting and/or carrying objects weighing up to 25 pounds.	20-50#	10-25#
	Heavy: Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	50-100#	25-50#
	Very Heavy: Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	Over 100#	Over 50#
Other - list any other physical requirements or bona fide occupational qualifications not indicated above:			

Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.