

UW HEALTH JOB DESCRIPTION

Senior Genetics Counselor

Job Code: 780002	FLSA Status: Exempt	Mgt. Approval: P. Levonian	Date: July 2023
Department: Genetic Counseling Services		HR Approval: M. Grayson	Date: July 2023

JOB SUMMARY

The Senior Genetic Counselor provides leadership for the day-to-day operations of clinics served by Genetic Counseling Services. In collaboration with leadership, the Senior Genetic Counselor participates in various administrative duties such as organization of work processes, oversight of learners, and team development. The Senior Genetic Counselor exercises effective problem resolution skills and provides leadership for changes within Genetic Counseling Services in a positive forward-thinking manner. The Senior Genetic Counselor must be self-directed and perform at a high level of independence. Confidentiality must be maintained with all patients and family, plus staff situational information. The Senior Genetic Counselor sees patients and families and coordinates the daily operations of this team. The Senior Genetic Counselor tracks data that is agreed upon as operational metrics.

Genetic Counselors, including the Senior Genetic Counselor, provide genetic counseling to individuals with various genetic or hereditary concerns. Referrals come from a variety of internal and external sources. In some instances, the genetic counselor may work in a multi-disciplinary manner with other UW Health providers. The genetic counselor provides community and health care provider education and works to develop the genetic counseling program and referral base. In collaboration with Genetic Counseling Services leadership, the Senior Genetic Counselor is involved in strategic decisions involving staffing and patient flows.

The Senior Genetic Counselor must be able to work with patients and staff who have diverse cultural backgrounds, diverse life experience, education levels, lifestyles, and socioeconomic statuses. Sensitivity and the ability to work with patients and staff confidentially and positively are essential.

MAJOR RESPONSIBILITIES

Departmental Leadership:

- Work to create a climate that produces positive staff motivation, productivity, and fosters team building.
- Interview candidates to select top talent, matching genetics department needs with appropriate skill sets, and make hiring recommendations.
- Ensure adequate training of new staff, assess staff development needs, identify goals, and provide ongoing training for the team.
- Propose budgets for appropriate resources.
- Maintain membership in professional organizations to develop knowledge and resources through networking, continuing education, and active participation.
- Ensure integration of ethical standards and core values into everyday work activities.
- Promote the development of the UW Health Genetic Counseling services through networking with other physicians and health care providers.
- Collaborate on the development and maintenance of a patient database to track referrals and to document clinic trends.
- Supervise graduate students from the UW Genetic Counseling Training Program during their rotation through the genetic counseling clinics.
- Provide education to lay groups, medical students, residents, fellows, and faculty about hereditary matters.
- Coordinate day-to-day operations of the team to ensure timely, efficient, and high-quality patient care including tracking all operational metrics.
- Engage in cross-functional teamwork to address operational issues and any staff satisfaction concerns.
- Serve as a liaison with departments that interact with genetic counseling.

Direct Patient Care Provider:

- Provide genetic counseling services to patients and families referred to the program. This assessment involves many steps, including pre-appointment review of patient medical and family history. This 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.
- Attend to the unique factors that affect an individual patient's risk perception. These factors may include cultural and religious background, socioeconomic status, family experiences, past health behaviors, and coping strategies.
- Facilitate genetic testing when appropriate. Obtain informed consent from the patient and coordinate authorizations from insurance when necessary. Interpret the genetic test results and 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.
- Maintain knowledge about medical practice guidelines for patients with hereditary conditions.
- Refer patients to other specialties when appropriate.
- Participate in multidisciplinary conferences as appropriate.
- Prepare and present educational activities to patients, families, trainees, multidisciplinary groups, the local area, and the national community.

UW HEALTH JOB DESCRIPTION

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 an accredited program
	Preferred	
Work Experience	Minimum	Three (3) years of experience in clinical genetic counseling
	Preferred	Five (5) or more years of experience in clinical genetic counseling; Leadership experience
Licenses & Certifications	Minimum	<ul style="list-style-type: none"> • Licensed as a Genetic Counselor in the state of Wisconsin • Certified Genetic Counselor certification by the American Board of Genetic Counseling (ABGC)
	Preferred	
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> • Excellent communication skills • Ability to effectively assign work and coordinate the work of other team members • 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 • Knowledge of health care systems, health insurance authorization processes, and community resources • Effective leadership abilities: <ul style="list-style-type: none"> ○ Ability to implement change in a positive, sensitive, and forward-thinking manner ○ Planning and problem solving ○ Developing goals and objectives, and establishing priorities ○ Inspires confidence, appropriate risk taking, and achievement of high standards ○ Self-starter with a willingness to try new ideas ○ Positive, can-do attitude coupled with a sense of urgency ○ Good judgment and ability to act decisively at the right time ○ Ability to persuade others and develop consensus ○ Effective communication skills, both in written and verbal presentation, with a communication style that is open and foster trust, credibility, and understanding ○ Ability to effectively collaborate and promote teamwork ○ Ability to ensure a high level of customer satisfaction including employees, patients, visitors, faculty, referring physicians, and external stakeholders ○ Ability to create win/win solutions and relationships

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,

	<input checked="" type="checkbox"/>	Adolescent (13 – 19 years)
Infants (Birth – 11 months)	<input checked="" type="checkbox"/>	Young Adult (20 – 40 years)
Toddlers (1 – 3 years)	<input checked="" type="checkbox"/>	Middle Adult (41 – 65 years)
Preschool (4 – 5 years)	<input checked="" type="checkbox"/>	Older Adult (Over 65 years)
School Age (6 – 12 years)	<input checked="" type="checkbox"/>	

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. *Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.*

UW HEALTH JOB DESCRIPTION

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	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#	Up to 10# or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	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#	Negligible-10#
	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#	10-20#
	Very Heavy: Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	Over 100#	Over 50#	Over 20#
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.