

## SENIOR MEDICAL GENETIC COUNSELOR

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class is responsible for the administration and coordination of a program providing genetic counseling to patients. The incumbent must be a fully trained and experienced Genetic Counselor who can provide technical supervision and professional guidance to the Genetic Counselors on staff, as well as carrying a full caseload. In addition, responsibility involves developing and implementing administrative procedures to insure the smooth operation and development of the program. This includes outreach and community education programs to promote the growth of the program either directly or through referrals. Supervision is exercised over a number of technicians, counselors and clerical staff. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

#### Under supervision of Medical Geneticist:

Implements departmental and hospital policies, and establishes uniform procedures for the Medical Genetics Unit;

Provides professional and technical medical genetic counseling to patients and their families;

Supervises the work of lower level Genetic Counselors, providing professional guidance on the more difficult cases;

Insures that all patient records include a complete and detailed family history in conformance with established practice to enable accurate diagnostic evaluations;

Maintains a detailed patient accounting system;

Implements an effective scheduling system for patients to insure smooth work flow;

Coordinates follow up and referral services for the patients;

Supervises and coordinates an outreach program throughout the County as well as to other counties in the region to promote and develop the program;

Schedules and coordinates community education programs to promote understanding of program activities;

Performs all related administrative tasks to insure the smooth and efficient operation of the program.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the field of Human Genetics; good knowledge of hospital routine and administrative methods; good knowledge of counseling techniques; familiarity with community resources in the area of Medical Genetics; ability to supervise and schedule the work of others; ability to relate well and work effectively with patients, their families

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: (Cont'd.)

families, medical and technical staff, and with the public; ability to communicate effectively both orally and in writing; ability to assemble data and prepare evaluation reports; sound professional judgment; flexibility; resourcefulness; initiative; tact; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Master's Degree\* in Human Genetics and two years experience as a Genetics Counselor.

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.