UNIVERSITY OF SOUTHERN CALIFORNIA

Prenatal Genetic Counselor

Job Code: 187257

OT Eligible: No
Comp Approval: 4/29/2014

JOB DESCRIPTION:

Responsible for the delivery of services and resources for the genetic counseling evaluation and assessment of individuals in the prenatal setting. Performs integration and interpretation of family and medical histories to assess the chance of disease occurrence or recurrence. Educates individuals about inheritance, testing, management, prevention, resources and research. Provides counseling to promote informed choices and adaptation to the risk or condition. Supervises and trains staff about genetic conditions and testing options. Provides specialized training for physician trainees.

JOB ACCOUNTABILITIES:

*Counsels individuals and couples in a prenatal setting for various indications including advanced maternal age, positive screening tests, and identified genetic risks. Provides accurate and up-to-date information about the probability of an affected pregnancy, available tests, and available treatments if applicable, including medical and psychosocial implications of genetic testing.

Conducts prenatal genetics intakes for genetic risk assessment. Interprets individual and family member medical and psychosocial histories. Reviews patient concerns, motivations, expectations, risk perceptions and clarifies the purpose of the evaluation. Formulates strategies for individuals to cope with and manage pregnancy risks.

Reviews modes of inheritance and presents risk information based on pedigree analysis. Conducts family history risk analysis and reviews risks associated with maternal age, prenatal screening test results, and genetic tests.

Discusses testing strategies with individuals in order to refine genetic risk for the pregnancy and family. Selects, facilitates, and interprets genetic tests in context of pedigree analysis, prior screening and test results, and maternal age. Reviews implications with the individual and provides crisis intervention regarding unexpected genetic conditions or abnormal results.

Facilitates reporting of test results to patients and discusses options and follow-up as appropriate.

Serves as the Prenatal Diagnosis Center contact for the California Department of Public Health Genetic Disease Screening Program. Prepares patient Quarterly Reports for the program and informs staff about program changes and updates.

Provides accurate and complete documentation of counseling, testing, and follow up. Pre-reviews charts, documents and verifies follow-ups and reports results on cases, and offers appropriate referrals.

Researches and identifies resources for patients. Discusses appropriate care and follow-up as necessary.
Participates in education and training and represents the department in these endeavors. Participates in local, regional, and national professional communities though educational conferences and programs. Identifies and assists with developing patient, professional, and public education materials. Provides non-peer/professional education as needed.

Serves as a clinical instructor/supervisor for staff and physician trainees at LAC+USC Medical Center. Conducts specialized professional training programs for physicians, nurses, and other allied health professionals.

Provides assistance with coordination of care as needed.

Performs other related duties as assigned or requested. The university reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

**EMERGENCY RESPONSE/RECOVERY:**

Essential: [ ] No

[ ] Yes  In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

**JOB QUALIFICATIONS:**

**Minimum Education:**

Master's degree

**Minimum Experience:**

5 years

**Minimum Field of Expertise:**

Master’s Degree in genetic counseling. Must have American Board of Genetic Counseling Certification or Active Candidate for Certification status. Familiar with standard concepts, practices and procedures within the field of genetic disorders and birth defects. Experience working as a genetic counselor for a clinic, laboratory, educational institution, commercial establishment, diagnostic lab working with third parties, etc.

**Preferred Field of Expertise:**


**Skills: Other:**

Analysis
Assessment/evaluation
Communication -- written and oral skills
Counseling
Interpretation of policies/analyses/trends/etc.
Interviewing
Knowledge of applicable laws/policies/principles/etc.
Networking
Organization
Planning
Problem identification and resolution
Public speaking/presentations
Research
Statistical analysis
Teaching/training

Skills: Machine/Equipment:
Calculator
Computer network (department or school)
Computer network (university)
Computer peripheral equipment
Fax
Personal computer
Photocopier

Supervises: Level:
May oversee student, temporary and/or resource workers.

SIGNATURES:

Employee: _____________________________________  Date:_____________________________
Supervisor: ____________________________________  Date:_____________________________

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.

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