UNIVERSITY OF SOUTHERN CALIFORNIA

Cancer Genetic Counselor

Job Code: 187253

Grade: HG
OT Eligible: No
Comp Approval: 11/2/2007

JOB SUMMARY:

Responsible for the delivery of services and resources for the genetic counseling evaluation and follow-up of individuals and family members suspected to have inherited predisposition to cancer. Facilitates genetic testing and evaluates and interprets results. Formulates strategies for individuals to cope with and manage cancer risk. Develops program to offer hereditary cancer risk assessment to the medically underserved. Provides risk appropriate management guidelines to physicians and education to healthcare providers about hereditary cancer syndromes. Trains and supervises genetic counseling interns.

JOB ACCOUNTABILITIES:

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<th>% TIME</th>
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- Counsels individuals and family members suspected to have inherited predisposition to cancer. Provides individuals and families accurate, up-to-date information about their cancer risks and medical and psychosocial implications of genetic testing.

- Conducts cancer genetics intakes for hereditary cancer 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 cancer risk.

- Reviews modes of inheritance and presents risk information based on pedigree analysis. Conducts cancer risk and mutation probability analysis and calculations.

- Discusses testing strategies with individuals in order to refine genetic risk, and identify family members at-risk. Selects, facilitates, and interprets cancer genetic tests in context of pedigree analysis. Reviews implications with the individual and provides crisis intervention regarding unexpected genetic conditions.

- Facilitates entry into appropriate clinical and research trials for patients.

- Develops program to offer hereditary cancer risk assessment to the medically underserved and coordinates grants to fund such program.

- Develops and administers program budget. Monitors and reconciles budget activity. Analyzes variances and prepares status reports. Provides forecasts and projections. Provides financial status reports, as needed.

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

- Researches and identifies possible new patient sources; communicates with referrals and potential referrers regarding availability of services, staff, and protocols; responds to questions and concerns regarding new referrals.
Participates in outreach, education and training activities and represents the genetics program in these endeavors. Participates in local, regional or national professional communities by making presentations, presenting posters, abstracts or reports. Identifies and assists with developing patient, professional and public education materials. Provides non-peer/professional education as needed.

Serves as clinical instructor-supervisor for graduate students in Master's program in genetic counseling.

Provides coordination of care within USC/Norris and as needed for outside agencies.

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:**

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| 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:**

1 Year

**Minimum Field of Expertise:**

Minimum Field of Expertise: Master’s Degree in genetic counseling or related field. Must be board eligible or board certified by the American Board of Genetic Counseling or American Board of Medical Genetics. Familiar with standard concepts, practices, and procedures within the cancer genetic field.

**Preferred Field of Expertise:**

Experience in risk assessment and counseling for adult onset diseases.

**Skills:** Other:

- Analysis
- Assessment/evaluation
- Budget control
- Budget development
- 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:
Calculator
Computer Network (Department or School)
Computer Network (University)
Computer Peripheral Equipment
Fax
Personal Computer
Photocopier

Supervises: Level:
May oversee student, temporary and/or casual 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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