USC University of Southern California

Cancer Genetic Counselor
Job Description

JOB INFORMATION

Job Code:	187253
Job Title:	Cancer Genetic Counselor
FLSA Status:	Exempt
Supervisory:	May oversee student, temporary and/or casual workers.
Job Family:	Medical Counseling
Job Family Group:	Research and Clinical Support
Management Level:	7 Individual Contributor

JOB SUMMARY

Responsible for resource/service delivery for cancer genetic counseling evaluation and assessment. 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 risk/conditions.

JOB QUALIFICATIONS:

Education

Req	Pref	Degree	Field of Study	
X		Master's degree		Or
X		Master's degree	Genetics	

Additional Education

Check here if experience may substitute for some of the above education.

	Combined experience/education as substitute for minimum education

Work Experience

Req	Pref	Work Experience	Experience Level	
X		<1 year		
	X	2 years	in hereditary cancer risk assessment and counseling	

Additional Work Experience

Check here if education may substitute for some of the above work experience.

	Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Familiarity with standard industry concepts, practices and procedures. Experience in cancer genetic counseling clinics and/or in reaching underserved patient populations.
X		Advanced judgment, analytical, and decision-making skills, able to work independently with minimal supervision.
X		Excellent written and oral communication skills.

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
	X	Ability to draft detail-oriented communications, reports and content for publications.
	X	Demonstrated facilitation and presentation skills.
	X	Extensive knowledge and/or understanding of numerous cultural issues (e.g., immigration, socioeconomic, LGBTQIA+).
	X	Fluent in one or more languages in addition to English (e.g., Spanish, Korean, American Sign Language).

Licenses

Req	Pref	License(s)
X		California Department of Public Health issued Genetic Counselor License

Certifications

Req	Pref	Select Certifications	Enter Additional Certifications
X			American Board of Genetic Counseling Certification or Active Candidate for Certification status

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Counsels individuals and families in cancer settings for various indications (e.g., Lynch syndrome, hereditary breast and ovarian cancer syndrome, other hereditary cancer conditions). Conducts patient intake for risk assessments. Provides up-to-date data on syndrome probability, tests, and options for affected individuals (e.g., medical and psychosocial implications of genetic testing).				
Reviews inheritance modes and presents risk data based on pedigree analysis. Formulates differential diagnoses and conducts risk and mutation probability analyses. Discusses testing strategies to refine genetic risk (e.g., multigene panel testing). Selects, facilitates and interprets tests in context of pedigree analysis. Identifies family members at risk and coordinates cascade testing as needed.				
Provides accurate and complete interpretations of test findings to patients and providers. Explains types of genetic variants to help ensure appropriate integration of results into medical care. Discusses care options and follows up as needed. Formulates strategies for managing and coping with cancer risk. Provides support for patients in crises, helping them obtain needed resources (e.g., social workers, psychiatrists). Documents genetic counseling, testing and follow up. Coordinates referrals for internal/external specialists.				
Provides education as needed (e.g., lectures, mentoring residents, fellows), serving as an instructor for practicing staff/physicians. Provides mentorship to interns. Develops educational materials and provides lectures to lay/community audiences.				
Serves as a member of research teams, obtaining informed consent for participants to join studies and research efforts. Provides team support, compiling data for committee reports and completing administrative tasks as needed.				
Reviews current literature and participates in professional organizations, meetings, conferences, seminars, and training courses. Promotes an environment that fosters inclusive relationships and creates unbiased opportunities for contributions through ideas, words, and actions that uphold principles of the USC Code of Ethics.				

Other Requirements

Essential:	Emergency Response/Recovery	Essential:	Mandated Reporter
	In the event of an emergency, the employee holding this position is required to "report to		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects

Other Requirements

Essential:	Emergency Response/Recovery	Essential:	Mandated Reporter
	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.		a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: https://policy.usc.edu/mandated-reporters/

Campus Security Authority (CSA)	Essential:
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: https://dps.usc.edu/alerts/clery/	No

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

_____   _____   _____
Print Employee Name   Signature   Date

_____   _____   _____
Print Manager Name   Signature   Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills,
duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.