



**USC** University of  
Southern California

## Prenatal Genetic Counselor Job Description

### JOB INFORMATION

Job Code:	187257
Job Title:	Prenatal Genetic Counselor
FLSA Status:	Exempt
Supervisory:	May oversee student, temporary and/or resource workers.
Job Family:	Medical Counseling
Job Family Group:	Research and Clinical Support
Management Level:	7 Individual Contributor

### JOB SUMMARY

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 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.**

<input type="checkbox"/>	Combined experience/education as substitute for minimum education
--------------------------	---

#### Work Experience

Req	Pref	Work Experience	Experience Level	
X		5 years		

#### Additional Work Experience

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

<input type="checkbox"/>	Combined experience/education as substitute for minimum work experience
--------------------------	---

#### Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Familiarity with standard concepts, practices and procedures within the field of genetic disorders and birth defects.

## Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Experience working as a genetic counselor for a clinic, laboratory, educational institution, commercial establishment, diagnostic lab working with third parties, etc.
	X	Experience in risk assessment and counseling for genetic disorders and birth defects.
	X	Bilingual in English and Spanish.

## 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 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 through 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.				

## Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	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.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects 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: <a href="https://policy.usc.edu/mandated-reporters/">https://policy.usc.edu/mandated-reporters/</a>
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC’s policy at: <a href="https://dps.usc.edu/alerts/clery/">https://dps.usc.edu/alerts/clery/</a>			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.