

ONA Paramedical

Date Posted: April 10, 2019

REVISED/REPOSTED

| | |
|--------------------|--------------------------------------|
| Posting #: | 18-0411 |
| Position: | Genetic Counsellor |
| Status: | Permanent Full-Time |
| Program: | Northeast Cancer Centre |
| Department: | Sudbury Genetic Counselling Services |
| Site: | Sudbury Outpatient Centre (SOC) |

KEY FUNCTION:

Provide information to clients and families about genetic factors in conditions, disabilities, and birth defects. Educate patients about genetic risks and the availability of testing to help patients make informed choices.

REPORTING:

Under the general direction of the Coordinator, Genetic Counselling Services.

DUTIES:

1. Provide genetic counselling to clients and families who seek information due to a family history, recent diagnosis, or suspected diagnosis of a genetic condition.
2. Identify, organize, and summarize pertinent medical and genetic information for use in counselling.
3. Convey genetic, medical, and technical information to clients who have a variety of education, socio-economic, and ethno-cultural backgrounds.
4. Explain technical and medical aspects of diagnostic and screening methods and reproductive options, including associated risks, benefits, and limitations; assess client understanding and response.
5. Identify major concerns and respond to emerging client or family issues.
6. Provide counselling to pregnant women and couples.
7. Provide short-term, client-centered counselling and psychological support to clients and those individuals/couples who have suffered a pregnancy loss.
8. Design a case management plan around clients' decision and systematically evaluate the extent to which optimal outcomes have been achieved.
9. Provide attending Geneticists with a succinct and precise case summary of each client prior to appointment.
10. Work collaboratively with Geneticists, other physician specialists, patients, families, and members of the health care team to identify priorities, target dates, strategies, or interventions to facilitate the development of an individualized plan of care.
11. Attend clients' clinic appointments to ensure continuity of care and for self-educational purposes.
12. Arrange and coordinate testing and follow-up with clients, laboratories, and professionals; make referrals to other professionals and agencies as required.
13. Ensure privacy and confidentiality of medical information.
14. Act as a resource and identify local, regional, and national resources and support services.
15. Establish and maintain inter and intra-disciplinary professional relationships to function as part of a health care delivery team.
16. Participate in regional, provincial, and national professional organizations, including the Northern Regional Genetic Program and Canadian Association of Genetic Counsellors (CAGC).
17. Participate in program planning, development, meetings, and educational days.
18. Develop and update policies and procedures for the department and identify education needs.
19. Plan, organize, and conduct public and professional education programs on human genetics, patient care, and genetic counselling issues.
20. Promote the services offered through the Northern Regional Genetics Program to the public and physicians.
21. Develop pamphlets and written information on different topics for client use.
22. Determine and align improvement projects with HSN's Strategic Plan; monitor and adjust to achieve goal outcomes.
23. Evaluate patient care and satisfaction on an ongoing basis and formulate solutions for improvement.
24. Participate in education and training specific to current, relevant federal and provincial health and safety legislation, standards and guidelines.
25. Educate and promote health, safety and wellness in the work place.
26. Represent the department or program on various committees and in meetings as required.
27. Perform other duties as required.

QUALIFICATIONS

EDUCATION AND TRAINING:

1. Minimum of a Master's Degree in Genetic Counselling, from an accredited university.
2. Current certification or eligible for certification with the Canadian Association of Genetic Counsellors (CAGC) or American Board of Genetic Counselling (ABGC).
3. Ministry of Labour "Worker Health and Safety Awareness in 4 Steps" training certificate is required.

EXPERIENCE:

1. Two (2) years' experience working in a Prenatal, Pediatrics, Adult, and/or Cancer Genetics department within a health care environment is preferred.

KNOWLEDGE/SKILLS/ABILITIES:

1. Demonstrated knowledge of human genetics as it applies to genetic counselling.
2. Demonstrated sound judgement with organizational, problem-solving, and critical thinking skills.
3. Demonstrated superior client and family service orientation.
4. Demonstrated training, experience or utilization of lean methodology for process improvement.
5. Demonstrated ability to independently identify issues, plan improvements, measure success and continue improvement.
6. Demonstrated excellent computer skills with proficiency in Microsoft Office software (e.g. Word, Excel, Power Point and Outlook) and patient information systems.
7. Demonstrated superior interpersonal and communication skills, both written and verbal.
8. Demonstrated ability to manage routine correspondence, multiple tasks/projects, diversified workload and rapidly changing priorities and challenging deadlines.
9. Demonstrated discretion and maturity when handling confidential information.
10. Demonstrated commitment to the safety of co-workers and patients.

PERSONAL SUITABILITY:

1. Demonstrated ability to counsel clients with empathy and respect.
2. Proven ability to work independently and in a team environment.
3. Demonstrated ability to work effectively as a member of an interdisciplinary team.
4. Demonstrated commitment to ongoing professional development.
5. Demonstrated professionalism in dealing with confidential and sensitive issues.
6. Demonstrated positive work record and good attendance record.
7. Ability to meet the physical and sensory demands of the job.
8. Ability to travel between local sites.

Selection Process: Candidates will be selected for this position on the basis of their skill, ability, experience and relevant qualifications as identified in the resume and completed Application Form submitted. Where these factors are relatively equal, seniority shall govern. HSN reserves the right to conduct a formal interview/testing process where required, which may include (but not limited to), a written or practical examination or both to determine skill and ability.

Shift: Days (7.5 Hours/Day, Monday to Friday)

French Language Service Designation: Bilingualism is an Asset

Salary: \$70,551.....\$86,346/Annum

N.B. Applications for this position must be submitted to the Human Resources Department before 1600 hours on **April 24, 2019.**

**HSN THANKS ALL APPLICANTS.
ONLY THOSE SELECTED FOR INTERVIEWS WILL BE CONTACTED.
WE WILL NOT ACCEPT APPLICATIONS AFTER THE CLOSING DATE AND TIME.**