

### Class Concept

Work in this class involves providing genetic counseling, evaluation, intervention, education, and referral services to families with genetic disorders and birth defects. Employees are concerned with an extensive number of genetic disorders in their role as liaison between the medical center geneticist and families. Employees are the primary source to identify clients/ families in need of further evaluation. Work involves reviewing case records, meeting with the family to obtain family and medical history, and explaining the reason for further referrals, suspected diagnosis and its implications, in-hesitance patterns, etc. Employees arrange preliminary diagnostic tests, perform a preliminary genetic evaluation, summarize, and present the case with recommendations or impressions to the medical geneticist prior to the clinic visit; assist in the diagnostic evaluation; and provide oral and written follow-up of interpretative conference information to the family. Employees provide crisis intervention, counseling, and support to the family and assist then in dealing with feelings of guilt and grief; assess family's need for more in-depth counseling services, and make appropriate referrals. Employees are also responsible for the coordination of the genetic satellite clinics; develop and present educational programs, or lectures to nursing classes, parent groups, students and teachers in the public schools, universities and community colleges and health fairs. Employees provide consultation to health department staff, DEC staff, and the medical community. Employees represent the Genetics Program by serving on regional or state committees; educate health care professionals to recognize indicators of genetic problems; provide input in program development; and may conduct clinical research. Employees have region-wide responsibility and receive medical support as it relates to genetic counseling activities through the medical centers. They report administratively to the regional supervisor.

### Recruitment Standards

#### Knowledge, Skills, and Abilities

- Thorough knowledge of medical genetics, community techniques, and dynamics of human behavior.
- Thorough knowledge of the nature of genes, their inheritance patterns, and the concept of risks and recurrence risks.
- Considerable knowledge of governmental and private organizations and resources in the region.
- Basic knowledge of laws, regulations, and policies which govern the program.
- Skill in establishing rapport and communicating genetic information accurately and at a level of comprehension for the patient to prevent misinterpretation.
- Ability to plan, develop, and present genetic seminars to all levels of health professionals and to students in the university and other settings.
- Ability to establish and maintain effective working relationships with clients and families as well as related government agencies, medical or community organizations.
- Ability to express ideas clearly and concisely and to execute work effectively.

#### Minimum Education and Experience

Certified or eligible for certification as a Genetic Counselor by the American Board of Medical Genetics and one year of experience in a human service field.

Note: This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA.