

POSITION DESCRIPTION

SNSWLHD - Genetic Counsellor Level 1-2

Working in Southern NSW... People Caring for People

Our staff work in collaboration with all team members to ensure the needs of our patients and families are central to the decisions of the health care we provide.

You are committing to demonstrate the CORE values and behaviours

Collaboration, Openness, Respect and Empowerment.

Organisation	NSW Health
Local Health District / Agency	Southern NSW Local Health District
Position Classification	Genetics Counsellor Lvl 1, Genetics Counsellor Lvl 2
State Award	NSW Health Service Health Professionals (State) Award
Category	Allied Health Genetics Counsellor
Website	www.snswlhd.health.nsw.gov.au/

PRIMARY PURPOSE

This position is responsible for providing genetic counselling to support local people and families impacted by, or at increased risk of having a health condition with a genetic basis. This requires integrating clinical genomic knowledge, health communication, and counselling skills to identify and meet clinical, informational, and psychological needs. It also requires working consultatively and in partnership with other agencies/organisations on genetic issues.

COVID-19 VACCINATION COMPLIANCY

All NSW Health workers are required to have completed a primary course (2 doses) of a Therapeutic Goods Administration (TGA) approved or recognised COVID-19 vaccine (except for the Janssen COVID-19 vaccine which is approved by the TGA as a single dose primary course). New applicants must have completed the vaccination course prior to commencement with NSW Health, or provide an Australian Immunisation Register (AIR) Immunisation History Statement certifying the worker cannot have any approved COVID-19 vaccines available in NSW. A NSW Health agency may require further information about the medical contraindication (including but not limited to an Immunisation Medical Exemption form - IM011 form).

Acceptable proof of vaccination is the Australian Immunisation Register (AIR) Immunisation History Statement or AIR COVID-19 Digital Certificate. Booster doses are highly recommended for all health care workers who have completed the primary course of COVID-19 vaccinations.

RESPIRATOR USE

NSW Health workers may be required to use a respirator, as part of their appointment with NSW Health. Where a respirator is required for use, workers will be instructed in their safe use; including donning, doffing and fit checking. Staff may be required to complete fit testing to selected respirator/s to assess their facial fit/seal.

At all times when a health worker is required to use a respirator, the health worker must not have any facial hair present. Processes are in place to support workers that need to keep facial hair due to religious observance requirements and/ or health conditions.

ESSENTIAL CRITERIA

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- An undergraduate degree in a non-nursing, non-medical discipline and in addition hold a post graduate qualification in genetic counselling or have attained Part I certification in genetic counselling from the Human Genetics Society of Australasia (HGSA).

KEY ACCOUNTABILITIES

- Work autonomously and as part of a multidisciplinary team to provide specialist patient centered clinical advice to patients, carers and other health care professionals to ensure delivery of innovative clinical practice models and therapeutic techniques.
- Liaise with General Practitioners, Health Professionals and Government agencies with respect to the service; to provide, maintain, and further establish referral mechanisms, and network with relevant agencies.
- Plan and conduct regular genetic clinics in appropriate centres, including liaison with Medical Geneticists, and providing support to Geneticists by collecting relevant diagnostic information.
- Consult with patients prior to the clinics, collect relevant data and provide information to patients regarding clinic procedures; and provide follow-up services and participate in case management meetings as required.
- Act as a resource for individuals and community groups; and prepare and disseminate literature and resources, relevant to the service and provide education as required.
- Complete the essential administrative work that ensures high quality teamwork, efficiency in work procedures, accountability in their clinical work, as well as the use of hospital resources, and compliance with recording for legal and audit purposes.
- Maintain professional standards by participating in continuing education/in-service training programs recommended by NSW Health, the Human Genetics Society of Australasian (HGSA) and Australasian Society of Genetic Counsellors (ASGC).
- Actively promote and participate in patient safety and ongoing quality improvement programs.
- Engage in practices that promote the best possible health outcomes for patients, and supports a culture of patient safety, clinical quality and innovation.
- Participate in regular clinical supervision.

KEY CHALLENGES

- Independent clinical decision making for complex and challenging clients with minimal clinical supervision.
- Prioritising and managing the competing workload demands in a manner that permits timely delivery of clinical services that are of a high standard.
- Building and maintaining working relationships with internal and external stakeholders, often with differing and/or competing priorities.

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KEY RELATIONSHIPS

Who	Why
Child Infant Family Tertiary Service (CIFTS) Team	Collaborate over patient care, provide and receive feedback, raise and discuss operational issues.
Medical Specialists, including GP's	Collaborative consultation and support, noting this is a referral source.
Liverpool Hospital Clinical Genetic Service (SWSLHD)	Liaise with relevant medical staff over patient care and continuity of care.

SELECTION CRITERIA

1. An undergraduate degree in a non-nursing, non-medical discipline and in addition hold a post graduate qualification in genetic counselling or have attained Part I certification in genetic counselling from the Human Genetics Society of Australasia (HGSA).
2. Developed knowledge, skills and abilities in the provision of patient-focused genetic counselling to individuals and families. This includes a sound understanding of the issues relating to patient and workplace confidentiality, privacy and ethics.
3. Demonstrated excellent oral, written and interpersonal communication skills.
4. Excellent computer literacy skills, including demonstrated competency in computer software packages including Microsoft Office and/or willingness to learn.
5. Demonstrated ability to work both autonomously and within a multi-disciplinary setting.
6. Ability to organise individual workloads to meet deadlines, commitments, and standards of performance.
7. Evidence of a current unrestricted drivers' licence and the ability to maintain. Ability and willingness to drive/travel as the role requires. This may involve driving long distances and overnight stays.

OTHER REQUIREMENTS

- Southern NSW Local Health District is committed to providing a person centred environment focusing on all aspects of safety and quality. Each employee has a responsibility to ensure the highest standard of quality care. Role and responsibilities are to be performed in a manner that is in accordance with relevant legislation, awards, state and local policies, procedures and guidelines.
- All employees contribute to a constructive workplace culture and a safe workplace by modelling the organisation's CORE values of Collaboration, Openness, Respect and Empowerment (CORE) and ensuring all workplace conduct aligns with the behaviours associated with those values and the NSW Health Code of Conduct.
- All employees participate in the performance development and review process for own professional/personal development and to identify educational and development needs.
- All employees must take all reasonable care for themselves and others and comply with any reasonable instruction, policies and procedures relating to work health safety and wellbeing.

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Job Demands for: SNSWLHD - Genetic Counsellor Level 1-2

Physical Demands	
<p>Respirator use - Wearing of a respirator, to ensure protection against exposure to respiratory pathogens/ hazardous materials</p> <p>Frequent</p>	<p>Sitting - remaining in a seated position to perform tasks</p> <p>Constant</p>
<p>Standing - remaining standing without moving about to perform tasks</p> <p>Constant</p>	<p>Walking - floor type: even/uneven/slippery, indoors/outdoors, slopes</p> <p>Constant</p>
<p>Running - floor type: even/uneven/slippery, indoors/outdoors, slopes</p> <p>Infrequent</p>	<p>Bend/Lean Forward from Waist - forward bending from the waist to perform tasks</p> <p>Occasional</p>
<p>Trunk Twisting - turning from the waist while sitting or standing to perform tasks</p> <p>Occasional</p>	<p>Kneeling - remaining in a kneeling posture to perform tasks</p> <p>Occasional</p>
<p>Squatting/Crouching - adopting a squatting or crouching posture to perform tasks</p> <p>Frequent</p>	<p>Leg/Foot Movement - use of leg and/or foot to operate machinery</p> <p>Frequent</p>

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<p>Climbing (stairs/ladders) - ascend/descend stairs, ladders, steps</p> <p>Constant</p>	<p>Lifting/Carrying - light lifting and carrying (0 to 9 kg)</p> <p>Constant</p>
<p>Lifting/Carrying - moderate lifting and carrying (10 to 15 kg)</p> <p>Occasional</p>	<p>Lifting/Carrying - heavy lifting and carrying (16kg and above)</p> <p>Occasional</p>
<p>Reaching - arms fully extended forward or raised above shoulder</p> <p>Occasional</p>	<p>Pushing/Pulling/Restraining - using force to hold/restrain or move objects toward or away from the body</p> <p>Frequent</p>
<p>Head/Neck Postures - holding head in a position other than neutral (facing forward)</p> <p>Frequent</p>	<p>Hand and Arm Movements - repetitive movements of hands and arms</p> <p>Constant</p>
<p>Grasping/Fine Manipulation - gripping, holding, clasping with fingers or hands</p> <p>Constant</p>	<p>Work at Heights - using ladders, footstools, scaffolding, or other objects to perform work</p> <p>Infrequent</p>
<p>Driving - Operating any motor powered vehicle</p> <p>Frequent</p>	

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Sensory Demands	
<p>Sight - use of sight is an integral part of work performance (e.g. viewing of X-Rays, computer screens)</p> <p>Constant</p>	<p>Hearing - use of hearing is an integral part of work performance (e.g. Telephone enquiries)</p> <p>Frequent</p>
<p>Smell - use of smell is an integral part of work performance (e.g. working with chemicals)</p> <p>Infrequent</p>	<p>Taste - use of taste is an integral part of work performance (e.g. food preparation)</p> <p>Not Applicable</p>
<p>Touch - use of touch is an integral part of work performance</p> <p>Frequent</p>	

Psychosocial Demands	
<p>Distressed People - e.g. emergency or grief situations</p> <p>Occasional</p>	<p>Aggressive and Uncooperative People - e.g. drug/alcohol, dementia, mental illness</p> <p>Occasional</p>
<p>Unpredictable People - e.g. dementia, mental illness, head injuries</p> <p>Occasional</p>	<p>Restraining - involvement in physical containment of patients/clients</p> <p>Infrequent</p>
<p>Exposure to Distressing Situations - e.g.</p>	

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child abuse, viewing dead/mutilated bodies	
Infrequent	

Environmental Demands

<p>Dust - exposure to atmospheric dust</p> <p>Occasional</p>	<p>Gases - working with explosive or flammable gases requiring precautionary measures</p> <p>Not Applicable</p>
<p>Fumes - exposure to noxious or toxic fumes</p> <p>Not Applicable</p>	<p>Liquids - working with corrosive, toxic or poisonous liquids or chemicals requiring PPE</p> <p>Infrequent</p>
<p>Hazardous Substances - e.g. dry chemicals, glues</p> <p>Infrequent</p>	<p>Noise - environmental/background noise necessitates people raise their voice to be heard</p> <p>Occasional</p>
<p>Inadequate Lighting - risk of trips, falls or eyestrain</p> <p>Occasional</p>	<p>Sunlight - risk of sunburn exists from spending more than 10 minutes per day in sunlight</p> <p>Occasional</p>
<p>Extreme Temperatures - environmental temperatures are less than 15°C or more than 35°C</p> <p>Infrequent</p>	<p>Confined Spaces - areas where only one egress (escape route) exists</p> <p>Occasional</p>

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<p>Slippery or Uneven Surfaces - greasy or wet floor surfaces, ramps, uneven ground</p> <p>Frequent</p>	<p>Inadequate Housekeeping - obstructions to walkways and work areas cause trips and falls</p> <p>Occasional</p>
<p>Working At Heights - ladders/stepladders/scaffolding are required to perform tasks</p> <p>Infrequent</p>	<p>Biological Hazards - exposure to body fluids, bacteria, infectious diseases</p> <p>Frequent</p>