

Position Description



Working in Southern NSW Local Health District - People Caring for People

Working with our communities to foster trust and engagement in the care they need to live healthy lives. Our staff work in collaboration with other health care team members to ensure the needs of our patients and families are central to all decision making.

When you choose to work within the Southern NSW Local Health District, **you are committing to and are accountable for demonstrating the CORE values and behaviours of Collaboration, Openness, Respect and Empowerment.**

Complete this Position Description template after reading the [SNSWLHD Guide to Writing a Position Description](#). Use the Guide for assistance on each section and examples of writing styles.

Role Details	
Position Title	Genetic Counsellor Level 3
Award	NSW Health Service Health Professionals (State) Award
Position Classification	Genetic Counsellor Level 3
Stafflink position number	If known – if multiple positions numbers, leave blank
Does this role manage or supervise others?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<u>Vaccination Risk Category</u>	<input type="checkbox"/> Category A <input type="checkbox"/> Category A High Risk <input type="checkbox"/> Category B
Primary Purpose of role <i>(Why does this role exist? 1 or 2 sentences only)</i>	<p>This position is responsible for leading the continuing development of clinical genetics and genetic counselling services across Southern NSW Local Health District (SNSWLHD).</p> <p>The position will provide an advanced level of clinical skills and 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.</p>

Key Accountabilities *(max of 8-10 key accountabilities)*

1. Provide high-quality expert genetic counselling for a broad range of genetic conditions and counselling scenarios in accordance with current member of Human Genetics Society of Australasia; Australasian Society of Genetic Counsellors; NSW Health; SNSWLHD policies and clinical practices.
2. Provide a consultative service in area/s of clinical expertise to local clinicians to promote consistent provision of safe high quality patient centred care.
3. Act as the resource clinician, to establish coordinated and continuity of care to patients/clients; to promote the consistent provision of safe and high-quality patient centered care including being a resource for referring doctors and other professionals regarding genetic testing.
4. 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.

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5. 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.
6. Demonstrate advanced clinical reasoning skills in the provision of clinical care and operate independently with minimum direct clinical supervision to provide a high quality clinical service.
7. Promote quality and safety of services by providing clinical supervision and support to junior staff, assistants and students.
8. Ensure professional responsibilities are met including engaging and contributing to ongoing education/training activities, participation in regular professional practice supervision and educating and supervising less experienced professionals and students to ensure their ongoing professional growth and enhanced application of clinical knowledge.
9. Participate in planning, implementing, evaluating and reporting on services to promote effectiveness and efficiency of clinical service delivery.
10. Identify and act on opportunities for improvement in clinical practice and develop and lead ongoing quality improvement activities in order to improve clinical care.

Key Challenges *(max of 3 key challenges)*

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

Key Relationships

	<i>Who?</i>	<i>Why?</i>
Internal Relationships <i>(max of 3 internal relationships)</i>		
1	Child Infant Family Tertiary Service (CIFTS) Team	Collaborate over patient care, provide and receive feedback, raise and discuss operational issues.
2	Medical Specialists, including General Practitioners (GP's)	Collaborative consultation and support, noting this is a referral source.
3		
Does this role routinely interact with external Stakeholders?		
<input checked="" type="checkbox"/> Yes <i>(max of 2 external stakeholders)</i> <input type="checkbox"/> No		
1	Liverpool Hospital Clinical Genetic Service (South Western Sydney Local Health District - SWSLHD)	Liaise with relevant medical staff over patient care and continuity of care.
2		

Staffing

Direct Reports	0.00 FTE
Indirect Reports	0.00 FTE

Essential Requirements

- 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

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Human Genetics Society of Australasia (HGSA): attainment of Part 2 or commencement of Part 2 certification preferable.

- Extensive postgraduate genetic counselling experience across a broad range of genetic conditions with evidence of an advanced level of clinical skills, including the ability to provide high level advice, consultation, and education to enhance service delivery and to support others in providing service excellence.
- 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.

Selection Criteria *(max of 8 selection criteria, including any Essential Requirements like AHPRA)*

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 genetics counselling from the Human Genetics Society of Australasia: attainment of Part 2 or commencement of Part 2 certification preferable.
2. Extensive postgraduate genetic counselling experience across a broad range of genetic conditions with evidence of an advanced level of clinical skills, including the ability to provide high level advice, consultation, and education to enhance service delivery and to support others in providing service excellence.
3. Demonstrated ability to provide and coordinate staff and student supervision.
4. Demonstrated proficient written, verbal and interpersonal communication skills.
5. Demonstrated skill and experience in the management and use of data collection systems, including genetic information systems such as Trakgene.
6. Ability to effectively prioritise and organize own work/caseload across a regional area.
7. Demonstrated commitment to professional development, quality improvement and evidence based practice.
8. 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

(Note this section is standard across SNSWLHD and is not to be changed or edited)

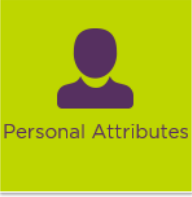



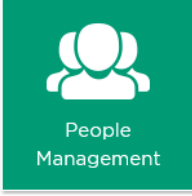

Southern NSW Local Health District is committed to providing a patient centred environment focusing on all aspects of patient safety and quality. Each employee has a responsibility to ensure the highest standard of quality care. Role and responsibilities are to be performed in a manner that is in accordance 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 are required to identify, assess, eliminate/control and monitor hazards and risks within the workplace, to the extent of delegated authority for the role, as per Work Health and Safety legislation.

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Capability Framework			
Capability Group	Capability	Level	Focus
 <p>Personal Attributes</p>	Display Resilience and Courage		
	Act with Integrity		
	Manage Self		
	Value Diversity		
 <p>Relationships</p>	Communicate Effectively		
	Commitment to Customer Service		
	Work Collaboratively		
	Influence and Negotiate		
 <p>Results</p>	Deliver Results		
	Plan and Prioritise		
	Think and Solve Problems		
	Demonstrate Accountability		
 <p>Business Enablers</p>	Finance		
	Technology		
	Procurement and Contract Management		
	Project Management		
 <p>People Management</p>	Manage & Develop People		
	Inspire Direction and Purpose		
	Optimise Business Outcomes		
	Manage Reform and Change		
 <p>Occupation Specific</p>	Human Resources	Further discussion required	
	Finance	Further discussion required	
	Procurement	Further discussion required	
	ICT	Further discussion required	