



Position Description

Position title:	Associate/Certified Genetic Counsellor
Salary range:	VCGS Genetic Counsellor Salaries – Grade 2/3 – Victorian Public Health Sector (Medical Scientists, Pharmacists & Psychologists) Enterprise Agreement (EA) 2021-2025
Reporting manager:	Principal Genetic Counsellor
Direct reports:	None
Home group:	VCGS Clinical Services





Who we are

Victorian Clinical Genetics Services (VCGS) is a not-for-profit subsidiary of the Murdoch Children's Research Institute. We provide a wholly integrated genetic testing, diagnostic and counselling service for health professionals, patients, and their families across Australia and New Zealand.

Our clinical geneticists and genetic counsellors work closely with our medical scientists to provide the most accurate interpretation for complex genetic tests. VCGS also plays an important role in research and development, driving translational research and policy development in genetics.

Our values

People at VCGS follow our values

-  **Value people first** People are at the core of our business. We lead with empathy. We display compassion and respect towards each other, our patients and the community.
 -  **Build trust** We communicate and act with transparency, sincerity, and truthfulness in all aspects of our work.
 -  **Pursue excellence** We share a commitment to delivering high-quality, sustainable science and services. We acknowledge mistakes and encourage each other to learn and grow.
 -  **Be innovative** We encourage curiosity, collaboration and critical thinking. We value new ideas, and continuous improvement.
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Position Overview

Genetic Counsellors (GCs) are an integral member of the multidisciplinary clinical team at VCGS. This is a 12 month cover role. The GC will provide effective genetic counselling and support to clients, timely advice and education professionals seeking advice or information about genetic conditions and effectively coordinate clinics including patient intake. The GC will also support the activities of a translational research project, Gene-STEPS, which provided rapid trio genome sequencing to children with early onset epilepsy.

Key Accountabilities

Clinical

- Support campus efforts related to gender equity, diversity, inclusion and wellbeing through participation, active learning and/or role modelling our values (mandatory)
- Genetic counselling and support to clients attending VCGS RCH and regional clinics, and newborn screening programs, where relevant. This includes intake calls, appropriate file preparation, documentation of the pedigree, identification of genetic counselling and psychosocial needs of clients, timely documentation of genetic counselling activities, and appropriate practical and psychosocial follow up of clients.
- Thorough clinic preparation including:
 - critical appraisal and synthesis of medical, genetic and genetic counselling literature to prepare for clients,
 - interpretation of laboratory reports, in conjunction with Clinical Geneticists or other medical specialists, as necessary
- Follow up of results and letters in a timely manner
- Proficiency in meeting genetic counselling needs as they relate to new and emerging genetic/genomic technologies, as well as development of core genetic counselling skills
- Participation in counselling and genetic supervision to meet HGSA requirements of registration
- Provision of supervision and support to placement students and to Associate Genetic Counsellors (if applicable)
- Delivery of educational activities, either in written or oral format, to a broad range of audiences including patient groups and health professionals.
- Assists in/contributes to data generation for audit, research and publication purposes (as required)
- Exercise initiative and offer suggestions for improving processes
- Assist in knowledge sharing, development and support of new starters and peers
- Work respectfully and collaboratively with members of the clinical, administrative and laboratory teams.
- Ensure consumers are able to exercise their rights and responsibilities
- Actively maintain HGSA genetic counsellor registration
- Commitment to complete certification in genetic counselling (if applicable)

Selection Criteria

- Master of Genetic Counselling that fulfils the academic requirements for Board Eligible status (Member) according to Human Genetics Society of Australasia
- Attainment, or commitment to attaining, Certification in Genetic Counselling (Member of Human Genetics Society of Australasia)
- Applicants with 2 years or more experience in a clinical setting, and/or pediatric experience, will be viewed favorably.
- Knowledge and understanding of genetic counselling, including medical, genetic and psychosocial aspects, with a focus on paediatric genetics.
- Work with sensitivity to one's own values and those of others
- A willingness to show high motivation in order to establish priorities, set and maintain deadlines with a demonstrated ability to use initiative
- Excellent communication skills, both written and verbal
- Displays good organisational, time management and prioritisation skills
- A demonstrated commitment to high levels of professionalism and confidentiality
- A willingness to take on ad hoc tasks as required

- A willingness to be flexible in response to the dynamic needs of the VCGS genetic counselling team
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Conditions of employment

- Keeping children safe is our highest priority. We maintain rigorous safeguarding standards and employ comprehensive screening processes to ensure the safety of the children we work with. This includes mandatory screening processes for all successful candidates, including:
 - Valid Working with Children Check (or equivalent)
 - Satisfactory criminal record check
- The right to reside and work in Australia and you meeting any applicable visa conditions

Health, Safety & Wellbeing

- We are committed to providing and maintaining a working environment which protects the health, safety and wellbeing of our people, partners and the community
- Employees conducting duties on behalf of VCGS are expected to meet the environment, health and wellbeing requirements and responsibilities specifically required for the role
- We are committed to supporting children in their right to be safe and adhere to the responsibilities we have to ensure their protection and safety as per the Child Safety Policy
- The Institute is committed to the safety of children and young people, and takes a zero-tolerance approach to all forms of child abuse, exploitation and harm. The Institute prioritises child safety in our decision-making at all levels of the Institute and supports our employees to understand and enact their safeguarding responsibilities
- We are committed to a diverse, inclusive workplace where all staff are supported to reach their full potential, regardless of gender, career status, age, disability, cultural background, religion or sexual orientation
- Specified positions may be subject to medical review to ensure that the inherent requirements of the role can be undertaken safely

As VCGS evolves to meet its changing strategic & operational needs and objectives, so will the roles required of its employees. As such, this document is not intended to represent the position which the occupant will perform in perpetuity. This position description is intended to provide an overall view of the incumbent's role as at the date of this statement.