

## Genetic Counselor

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Company: Houston Methodist The Woodlands Hospital

Location: The Woodlands

Category: other-general

At Houston Methodist, the Genetic Counselor position is responsible for delivering genetic counseling for individuals with genetically caused and predisposed disorders or diagnosed with or at risk for cancers with hereditary genetic components. This position functions as part of an interprofessional team including physicians, Ph.Ds. nurses and other allied health professionals. The Genetic Counselor position works in an interdisciplinary setting, with opportunity for participation in collaborative research efforts in both clinical and multiple community-based settings.

### PEOPLE ESSENTIAL FUNCTIONS

Provides follow-up to genetic counseling visits as indicated including arranging consultations with other specialists, computerized risk assessment modeling, completing consultation reports, obtaining outside medical records or specimens, facilitating authorization for patients' insurance coverage for genetic testing, telephone communication with patients, facilitating family communication and requesting follow-up visits. Prepares and presents cases as indicated at cancer conferences by the interprofessional health care team.

Facilitates the identification of high-risk patients for genetic counseling and clinical research protocols. Provides genetic screening and counseling services in multiple Houston Methodist care centers.

Supervises students during their cancer genetics rotation, participating in the psychosocial course, and providing student evaluations including the development of

appropriate tools to monitor student progress.

Conducts self in a manner that is congruent with cultural diversity, equity, and inclusion principles. Contributes towards improvement of department scores for employee engagement, i.e., peer-to-peer accountability.

## **SERVICE ESSENTIAL FUNCTIONS**

Provides genetic counseling to individuals identified with predisposing characteristics or at potentially elevated risk for developing cancer which includes the ability to elicit and interpret individual and family medical and psychosocial histories, provide cancer risk assessment, communicate pertinent disease, and risk information clearly, provide counseling regarding genetic testing including the results, and support patients' psychosocial needs. Develops educational materials, reviews patient charts, contacts family members when appropriate, and conducts public and professional presentations.

Serves as primary contact and liaison for specified clinical departments/physician offices and community entities in regard to Cancer Genetic Counseling. Provides education to the public, students, and health care professionals related to hereditary cancer and genetic counseling. Identifies and helps develop patient, professional, and public education materials and presentations. Provides seminars and presentations as appropriate.

Helps drive improvement of department score for patient satisfaction through peer-to-peer accountability to service standards.

## **QUALITY/SAFETY ESSENTIAL FUNCTIONS**

Identifies opportunities for process improvement to improve the quality of department, providing recommendations, and contributes to meeting department and hospital targets for quality and safety. Works with the leadership and IT team to create and/or enhance current operational and documentation of efficiencies to improve the quality of information entered in the medical record. Audits adherence to program and hospital initiatives.

Tracks data for all consulted patients and logs information within the EMR and other databases as indicated. Reports data as required.

Improves quality and safety scores for department and organization, through peer-to-peer accountability and collaborating with the interprofessional health care team.

## **FINANCE ESSENTIAL FUNCTIONS**

Provides statistical data to appropriate persons; reports on required data at identified meetings.

Utilizes resources with cost effectiveness and value creation in mind. Self-motivated to independently manage time effectively and prioritize daily tasks, assisting coworkers as needed.

## **GROWTH/INNOVATION ESSENTIAL FUNCTIONS**

Assists with patient recruitment both inside and outside the organization. Participates in the design, writing or editing of research protocols as requested. Initiates new research projects and works with the interprofessional health care team to implement these projects. Assists with clinical studies as needed. Performs database and primary literature searches as necessary.

Attends tumor boards and other meetings as required. Attends subject specialty conferences so as to embrace best evidence and increase own knowledge in the related field.

Expands own knowledge and serves as instructor in continuing education or formal program and expert consultation. Identifies, plans, and implements education for the unit and service line in collaboration with team members and interprofessional partners. Ensures own career discussions occur with appropriate management. Completes and updates the My Development Plan on an on-going basis.

This job description is not intended to be all-inclusive; the employee will also perform

other reasonably related business/job duties as assigned. Houston Methodist reserves the right to revise job duties and responsibilities as the need arises.

## **EDUCATION**

Master's degree in genetic counseling, human genetics/genetics, or directly equivalent discipline from an accredited training program by Accreditation Council for Genetic Counseling (ACGC).

## **WORK EXPERIENCE**

Three years' experience in risk assessment and counseling for genetic diseases preferred

## **LICENSES AND CERTIFICATIONS - REQUIRED**

CGC - Certified Genetic Counselor (ABGC) within 18 months or

ABMGG - Certified by American Board of Medical Genetics and Genomics (ABMGG) within 18 months

## **KNOWLEDGE, SKILLS, AND ABILITIES**

Demonstrates the skills and competencies necessary to safely perform the assigned job, determined through on-going skills, competency assessments, and performance evaluations

Sufficient proficiency in speaking, reading, and writing the English language necessary to perform the essential functions of this job, especially with regard to activities impacting patient or employee safety or security

Ability to effectively communicate with patients, physicians, family members and co-workers in a manner consistent with a customer service focus and application of positive language principles

Demonstrates ability to work with diverse individuals and community groups

Displays professionalism, remains composed under stress, and takes responsibility for delivering on personal and organizational commitments

Able to work independently and possesses organization/time management and prioritization skills

Basic computer skills including Microsoft office applications

## **SUPPLEMENTAL REQUIREMENTS**

### **WORK ATTIRE**

Uniform No

Scrubs No

Business professional Yes

Other (department approved) No

### **ON-CALL\***

*\*Note that employees may be required to be on-call during emergencies (ie. Disaster, Severe Weather Events, etc) regardless of selection below.*

On Call\* No

### **TRAVEL\*\***

*\*\*Travel specifications may vary by department\*\**

May require travel within the Houston Metropolitan area Yes

May require travel outside Houston Metropolitan area Yes

### **Company Profile:**

Houston Methodist The Woodlands Hospital opened in June 2017 as the eighth hospital in the Houston Methodist system. This 267-bed, 725,000-square-foot, full-service, acute-care hospital offers many of the same services as our flagship hospital in the Texas Medical Center. Also, on the beautiful hospital campus, located at the intersection of Interstate 45 and Texas State Highway 242, are two medical office buildings, which include a Breast Care Center; Cancer Center; infusion center; heart and vascular services; neurology; orthopedics

and sports medicine; rehabilitation services; wellness services; an outpatient laboratory; and several other multispecialty physician practices. In January 2022, Houston Methodist The Woodlands opened Healing Tower — a \$250 million expansion project that added 106 beds, focused on medical-surgical and women’s services, and provided nine operating rooms. The project also included the expansion of the endoscopy center, emergency department and diagnostic imaging department with an enhanced neurodiagnostic and interventional center.

Houston Methodist is an equal opportunity employer inclusive of women, minorities, disabled persons and veterans.

### **Equal Employment Opportunity**

Houston Methodist is an Equal Opportunity Employer.

Equal employment opportunity is a sound and just concept to which Houston Methodist is firmly bound. Houston Methodist will not engage in discrimination against or harassment of any person employed or seeking employment with Houston Methodist on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, status as a protected veteran or other characteristics protected by law. VEVRAA Federal Contractor – priority referral Protected Veterans requested.

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