

# Austin Health Position Description



## Position Title: Casual Bank – Genetic Counsellor

Classification:	WW2-WW12
Business Unit/ Department:	Clinical Genetics
Agreement:	Victorian Public Health Sector (Medical Scientists, Pharmacists and Psychologists) Enterprise Agreement 2021 - 2025
Employment Type:	Casual
Hours per week:	As required
Reports to:	Manager Clinical Genetics
Direct Reports:	0

## About Austin Health

Austin Health is one of Victoria's major health services. We provide care across three campuses in Melbourne's north-east: Austin Hospital (including the Olivia Newton-John Cancer Wellness and Research Centre), Heidelberg Repatriation Hospital and the Royal Talbot Rehabilitation Centre, as well as in the community and at home.

We offer a range of specialist, state-wide services and we are an internationally recognised leader in clinical teaching and training, offering tertiary health services and professional education with leading universities and research institutes.

We're renowned for our specialist work in cancer, infectious diseases, obesity, sleep medicine, intensive care medicine, neurology, endocrinology, mental health and rehabilitation.

Austin Health is committed to providing an inclusive culture where all employees can contribute to the best of their ability and strive to develop further. Find more at <http://www.austin.org.au>

### About Clinical Genetics

Austin Health Clinical Genetics Service coordinates and delivers clinical genetics services at Austin Health, Eastern Health and Northern Health. In addition, Familial Cancer clinics are conducted at Albury/Wodonga, Ballarat and Shepparton.

## Position Purpose

An opportunity exists for Associate Genetic Counsellors to join our casual genetic counsellor workforce. Successful applicants recruited to the casual bank will need to be available for at least two days per week, and with limited notice to backfill the clinical responsibilities of the existing genetic counsellor team.

## Accountabilities

### Role Specific:

- Ensure that appropriate and complete information required for clinic appointments is collected during intake.
- Provision of genetic counselling to individuals seeking information about their personal and/or family history of cancer and other genetic disorders in line with current standard of care.
- Work in conjunction with other genetics team members such as clinical geneticists, oncologists, medical specialists, genetics fellows, genetics counsellors, data managers and administrative staff in providing an effective genetic counselling service.
- Ensure maintenance of accurate hospital & genetic records and database for patients and family members seeking genetic counselling.

### All Employees:

- Comply with Austin Health policies & procedures, as amended from time to time, which can be located on The Pulse.
- Report incidents or near misses that have or could have impact on safety - participate in identification and prevention of risks.
- Comply with the Code of Conduct

## Selection Criteria

### Essential Knowledge and skills:

- Must hold a Masters of Genetic Counselling, or Graduate Diploma of Genetic Counselling
- Demonstrated good knowledge and understanding of the principles of genetic counselling including medical, genetic and psychosocial aspects.
- Excellent interpersonal, problem-solving and organisational skills.
- Ability to work as part of a multidisciplinary team as well as autonomously.
- Patient focused, compassionate attitude.

## General Information

### Austin Health is a Child Safe Environment

Austin Health is committed to child safety. We want children to be safe, happy and empowered. We support and respect all children, as well as our staff and volunteers. Austin Health has zero tolerance of child abuse, and all allegations and safety concerns will be treated seriously in line with legal obligations and our policies and procedures.

### Equal Opportunity Employer

Applications from Aboriginal and Torres Strait Islanders are encouraged to apply. For more information about working at Austin Health, please follow this link to Austin Health's Aboriginal Employment website:

<http://www.austin.org.au/careers/Aboriginalemployment/>