Position Description

Genetic Counsellor

Classification:	Genetic Counsellor Grade 1 Year 2 – Grade 3 Year 4 (WW2 – WW12)
Business unit/department:	Clinical Genetics
Work location:	Austin Hospital ☐ Heidelberg Repatriation Hospital ☐ Royal Talbot Rehabilitation Centre ☐ Other ☐ (please specify)
Agreement:	Medical Scientists, Pharmacists and Psychologists Victorian Public Sector (Single Interest Employers) Enterprise Agreement 2021-2025
Employment type:	Casual
Hours per week:	As required
Reports to:	Manager, Clinical Genetics
Direct reports:	Nil
Financial management:	Budget: Nil
Date:	November 2026

We acknowledge the Traditional Custodians of the land on which Austin Health operates, the Wurundjeri People of the Kulin Nation. We pay our respects to Elders past and present and extend that respect to all Aboriginal and Torres Strait Islander Peoples. We acknowledge the deep and enduring connection that First Nations Peoples have to this land, and we honour their strength, resilience, and leadership. We are committed to creating a culturally safe and supportive workplace where Aboriginal and Torres Strait Islander voices are heard, valued, and empowered.

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.

About the Clinical Genetics Service

The Clinical Genetics Service helps people make informed decisions about their health and wellbeing through genetic diagnosis, counselling and support. People seek the services of the Clinical Genetics team because they have concerns that conditions identified in themselves or members of their family may be inherited. They may have concerns about their personal health or the health of their children.

Depending on the nature of the condition, patients may be seen in a general or specialist genetics clinic.

The Clinical Genetics team at Austin has clinical geneticists, genetic counsellors, medical oncologists and support staff; we work alongside other Austin Health specialists.

Appointments at our service are government-funded, and there are no out-of-pocket costs for attending an appointment. We support research, and we can provide information about ethics-approved research to patients who wish to learn more.

Clinical Genetics Service at Austin is part of Genetics in the North East (GeNE). GeNE offers a range of clinical genetics services at the Austin Hospital, the Mercy Hospital and the Northern Hospital.

Position responsibilities

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 an impact on safety – participate in identification and prevention of risks.
- Comply with the Code of Conduct

Selection criteria

Essential skills and experience:

- 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.

Professional qualifications and registration requirements

- Must hold a Masters of Genetic Counselling, or Graduate Diploma of Genetic Counselling

Quality, safety and risk – all roles

All Austin Health employees are required to:

- Maintain a safe working environment for yourself, colleagues and members of the public by following organisational safety, quality and risk policies and guidelines.
- Escalate concerns regarding safety, quality and risk to the appropriate staff member, if unable to rectify yourself.
- Promote and participate in the evaluation and continuous improvement processes.
- Comply with the principles of person-centered care.
- Comply with requirements of National Safety and Quality Health Service Standards and other relevant regulatory requirements.

Other conditions – all roles

All Austin Health employees are required to:

- Adhere to Austin Health's core values: *our actions show we care, we bring our best, together we achieve, and we shape the future.*
- Comply with the Austin Health's Code of Conduct policy, as well as all other policies and procedures (as amended from time to time).
- Comply with all Austin Health mandatory training and continuing professional development requirements.
- Provide proof of immunity to nominated vaccine preventable diseases in accordance with Austin Health's immunisation screening policy.
- Work across multiple sites as per work requirements and/or directed by management.

General information

Cultural safety
Austin Health is committed to creating a culturally safe, inclusive and anti-racist environment for all staff, patients, consumers, carers and communities. We recognise that racism, discrimination and exclusion negatively impact health and wellbeing, and acknowledge the unique and ongoing effects of colonisation, dispossession and systemic inequities experienced by Aboriginal and Torres Strait Islander Peoples. We are committed to embedding cultural safety and inclusion across all levels of our health service, actively identifying and eliminating racism in all its forms, and equipping our people with the knowledge, skills and confidence to challenge racism, foster respect, and create a safer and more equitable experience for everyone.

Equal Opportunity Employer
We celebrate, value, and include people of all backgrounds, genders, identities, cultures, bodies, and abilities. We welcome and support applications from talented people identifying as Aboriginal and/or Torres Strait Islander, people with disability, neurodiverse people, LGBTQIA+ and people of all ages and cultures.

Austin Health is a child safe environment
We are committed to the safety and wellbeing of children and young people. We want children to be safe, happy and empowered. Austin Health has zero tolerance for any form of child abuse and commits to protect children. We take allegations of abuse and neglect seriously and will make every effort to mitigate and respond to risk in line with hospital policy and procedures.