



JOB INFORMATION

Job Code:	187256
Job Title:	Lead Cancer Genetic Counselor
FLSA Status:	Exempt
Supervisory:	Leads student workers.; May lead one or more employees performing similar work.
Job Family:	Medical Counseling
Job Family Group:	Research and Clinical Support
Management Level:	7 Individual Contributor

JOB SUMMARY

Responsible for cancer genetics service delivery for patients and family members (e.g., risk assessment). Develops department protocols and leads research efforts. Lectures, mentors, and provides leadership over general administration.

JOB QUALIFICATIONS:

Education

Req	Pref	Degree	Field of Study
X		Master's degree	

Additional Education

Check here if experience may substitute for some of the above education.

Combined experience/education as substitute for minimum education

Work Experience

Req	Pref	Work Experience	Experience Level
X		5 years	genetic counseling experience.
	X	7 years	experience in hereditary cancer risk assessment, counseling and research.

Additional Work Experience

Check here if education may substitute for some of the above work experience.

Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Master's degree in genetic counseling.
X		Familiarity with standard industry concepts, practices and procedures.
X		Experience in cancer genetic counseling clinics and/or in reaching underserved patient populations.
X		Ability to lead others.
X		Advanced judgment, analytical, and decision-making skills.
X		Ability to work independently with minimal supervision. Excellent written and oral communication skills.

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
	X	Experience in leadership/management roles.
	X	Ability to draft detail-oriented communications, reports and content for publications.
	X	Demonstrated facilitation and presentation skills.
	X	Extensive knowledge and/or understanding of numerous cultural issues (e.g., immigration, socioeconomic, LGBTQIA+).
	X	Ability to mentor and develop others by outlining goals, implementing support, and encouraging continuous learning, realignment and training.
	X	Fluent in one or more languages in addition to English (e.g., Spanish, Korean, American Sign Language).

Licenses

Req	Pref	License(s)
X		California Genetic Counselor License.

Certifications

Req	Pref	Select Certifications	Enter Additional Certifications
X			Certified Genetic Counselor, or status as an active candidate for American Board of Genetic Counseling certification.

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Independently counsels cancer patients and family members regarding hereditary cancer conditions. Supports junior staff by sharing techniques and resources to provide expert genetic counseling. Strengthens relationships with cancer specialists to optimize clinical services that benefit patients.				
Uses advanced skills in risk assessment and mutation probability analyses to assess complex cancer presentations in families. Guides junior genetic counselors on selection of risk models. Work closely with genetic counseling team to develop group practices for test selection. Builds and shares resources and strategies to coordinate cascade testing.				
Provides expertise in hereditary cancer syndrome management, serving as a resource for patients and providers. Implements systems or programs at the hospital to ensure excellent care. Educates patients and providers about types of genetic variants to help ensure appropriate integration of results into medical care. Recognize patients needing additional psychosocial support and create pathways for follow-up care. Lead the team's efforts to build medical record templates for genetic counseling, testing and follow up.				
Develops program growth in specialty areas by opening new clinical pathways to serve patients. Develops alternative service delivery models. Serves in a leadership role over specialized clinics, cancer types or syndromes. Designs clinic paperwork and develops department protocols and standard procedures involving clinic scheduling, phlebotomy, referrals, other clinic operations.				
Leads clinical administration, data compilation and/or quality control projects. Performs continuous service improvements and troubleshoots problems. Supports team/department functions (e.g., database administration, website development), completing administrative tasks as needed.				
Lectures practicing staff/physicians, identifies learning needs, and conducts specialized training programs. Serves as a primary mentor for interns, residents, and fellows, helping to onboard and teach. Enhances staff/department growth through participation in educational programs, reviewing current literature, attending in-service meetings, and sharing educational content with the team. Leads internship program, supporting career advancement and serving on thesis committees.				

JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Leads and coordinates research projects, facilitating meetings and establishing team expertise in specialty areas or populations. Disseminates important updates to relevant stakeholders. Participates in grant writing and submissions (e.g., for the Institutional Review Board) and develops internal/external research collaborations. Authors research projects presented at conferences or submitted for publication.				
Participates in committees and professional organizations, representing the university as needed. Develops educational materials and provides lectures to lay/community audiences. Promotes an environment that fosters inclusive relationships and creates unbiased opportunities for contributions through ideas, words, and actions that uphold principles of the USC Code of Ethics.				

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC’s policy at: https://policy.usc.edu/mandated-reporters/
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC’s policy at: https://dps.usc.edu/alerts/clery/			

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.