

# M&P OCCUPATIONAL GUIDELINE

## JOB FAMILY: GENETIC COUNSELLORS Level B, Pay Grade 9

<b>LEVEL DEFINITION</b>	This level covers positions responsible for the design, development, coordination, administration, supervision and evaluation of genetic counselling programs.
<b>TYPICAL RESPONSIBILITIES</b>	May include: designing, developing, coordinating and teaching program courses specific to genetic counselling students; establishing objectives, developing and coordinating clinical and laboratory rotations; preparing and administering budget etc.
<b>DECISION MAKING /LEVEL OF ACCOUNTABILITY</b>	Accountable for the success and operation of the program. Legally bind the University.
<b>SUPERVISION RECEIVED</b>	Under the general direction of the Department Head and works within the objectives of the program.
<b>SUPERVISION EXERCISED</b>	Supervises support staff. May plan and direct work of students.
<b>MINIMUM QUALIFICATIONS</b>	Master's degree in Medical Genetics or Genetic Counselling with a minimum of six years of experience in genetic counselling, three years of experience as a manager and three years of experience in course development and design. Board eligible for certification under the Canadian Association of Genetic Counselling or American Board of Genetic Counselling.

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