

M&P OCCUPATIONAL GUIDELINE

JOB FAMILY: GENETIC COUNSELLORS Level B, Pay Grade 8

LEVEL DEFINITION	This level covers positions responsible for the design, development, coordination, administration, supervision and evaluation of genetic counselling programs.
TYPICAL RESPONSIBILITIES	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.
DECISION MAKING /LEVEL OF ACCOUNTABILITY	Accountable for the success and operation of the program. Legally bind the University.
SUPERVISION RECEIVED	Under the general direction of the Department Head and works within the objectives of the program.
SUPERVISION EXERCISED	Supervises support staff. May plan and direct work of students.
MINIMUM QUALIFICATIONS	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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