

 <p>STATE OF INDIANA CLASSIFICATION SPECIFICATION</p>	Class Title: Genetics Specialist 2		Class Code: 001QJ2
	FLSA Status: Exempt	Salary Schedule: PAT 2	Effective Date: 5/24/13
	Summary: The incumbent functions as a genetic services specialist performing consultation and administrative functions in the Indiana State Department of Health. The incumbent screens clients, develops pre-natal diagnosis, evaluates, counsels and educates interested groups of individuals.		

Duties:

- Develops and distributes information regarding genetic services goals, policies, standards and guidelines;
- Provides technical assistance for genetic services policy, goals and staffing patterns;
- Develops strategies to improve access to, and quality of, genetic services;
- Prepares recommendations on program and budgetary changes;
- Develops and implements evaluation studies and research activities;
- Works with health programs, children programs and other community agencies on a program level to provide appropriate services for the prevention of genetic disorders and birth defects;
- Provides leadership in the development and/or coordination of community, regional or national resources to serve those receiving, or needing, genetic services;
- Develops and conducts training/education programs for professionals in the field;
- Represents the agency on study committees, task forces and cooperative committees;
- Prepares technical reports on genetic counseling and developments in the field;
- Prepares grant applications and reports;
- Guarantees compliance with state and federal regulations relative to genetic services;
- Evaluates and interprets published reports;
- Evaluates genetic education programs for professionals and laymen;
- Provides genetic counseling, follow-up and support to individuals, couples and/or families in need of genetic services in conjunction with a clinical geneticist certified by the American Board of Medical Genetics;
- Acts as a resource person to providers in regional genetic service centers, health care facilities and other agencies regarding genetic services and pertinent laws and regulations;
- Acts as team leader for genetic counselors who are providing direct care to clients;
- Develops standards for assessing and addressing psychosocial needs of clients and families;
- Performs related duties as required.

Job Requirements:

- Extensive knowledge of the principles of human genetics and practices of genetic services including evaluation, counseling, screening and diagnosis;
- Broad knowledge of current and developing techniques and their impact at the personal and family levels as well as local and state health care delivery levels;
- Broad knowledge of, and ability to apply, federal and state laws, rules and regulations related to genetic planning services;
- Extensive knowledge of state and federal legislation relating to genetic services programs;
- Specialized knowledge of project administration theories;
- Specialized knowledge of the agency organizational structure including budgeting, staffing and agency procedures;
- Specialized knowledge of research techniques;
- Working knowledge of local and regional genetic service centers and appropriate medical, social service and developmental services;
- Ability to communicate effectively and tactfully, in written and verbal form, with persons of different educational and social backgrounds;
- Ability to apply psychosocial concepts in counseling situations;
- Ability to communicate with and speak in front of large groups;
- Ability to understand and take into account the complex ethical issues surrounding the field of genetic services.

Difficulty of Work:

The work is broad in scope involving complex issues requiring analytical, managerial and administrative abilities. Incumbent uses federal, state and departmental rules, regulations and guidelines, but judgment is required in applying to individual situations.

Responsibility:

Incumbent works independently following agency guidelines, consulting with supervisor at the incumbent's discretion. The incumbent makes a major contribution to the mission and purpose of the program through planning, monitoring and review. The incumbent uses judgment and makes non-routine decisions when evaluating and preparing recommendations concerning administrative and program needs.

Personal Work Relationships:

Incumbent works with agency personnel, government representatives, physicians, genetic associates, laboratory personnel, health care providers, administrators of third party reimbursement systems and private individuals and groups for the purpose of interpreting policies and maintaining program coordination. Cooperative problem solving and persuasion is necessary in some situations.