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# Example of Counselor Job Description

Our innovative and growing company is looking for a counselor. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for counselor

* Report inappropriate action to the appropriate authority
* Assist with patient intakes, scheduling and answering general questions
* Reviews family and medical histories, determines relative risks and educates patients and families about Mendelian inheritance, chromosomal risk and principles of teratology
* Performs preconceptional and pregnancy loss counseling from a genetic perspective
* Is familiar with and critical of laboratories providing diagnostic services such as chromosome analysis, molecular DNA technology and biochemical screening
* Provides an interpretation of test results for patients, families and referring physicians
* Discusses availability of various prenatal diagnostic options and their associated risks with patients and families
* Returns patient phone calls in response to care and needs in a timely manner
* Is available for short and long term care
* Documents patient and/or family encounters for patient and referring physician

## Qualifications for counselor

* Masters (preferred) in psychology or a related field
* Must have a minimum of two (2) years experience in a psychiatric setting
* Licensed required
* Ability to supervise and actively participate with 10-15 active children in recreational setting for up to three hours a day
* Ability to work with youth, staff, parents, and general public
* Leadership skills, including the ability to inspire confidence and enthusiasm to associates, participants, and parents