



# Do you desire flexibility?

## Join Metis.

### **Genetic Counselor Assistant - Contract Position**

By providing web-based solutions for expert genetic counseling, Metis Genetics increases the accessibility and availability of genetic counseling to support the increased use of genetic testing.

#### **Description:**

- Work with customers and genetic counselors to coordinate the attainment of patient information
- Contact with patients to obtain family medical history and assist with scheduling
- Organize medical forms and fill out appropriate insurance forms
- Contribute to the establishment of best practices for unique workflows
- Assist with development and validation of genetic counseling services as requested

#### **Required Qualifications:**

- College degree or comparable healthcare related specialty degree (RN, MA, Teacher)
- Excellent computer skills (Word, Excel, G Suite)
- 1-2 years of clinical experience in preconception, prenatal, oncology and/or reproductive genetics or desire and capability to learn quickly

#### **Desired Skills and Experience:**

- Experience with multi-tasking responsibilities, desire to take ownership of projects
- Demonstrated analytic and reasoning skills: highly organized and detail oriented
- Creative and able to offer idea for streamlining and/or improving processes
- Strong interpersonal and communication skills both verbal and written

#### **Benefits:**

- Flexible work schedule and remote locations possible
- Contribute to an environment where collaboration & cross-over of domain expertise (genomics, computer science, medicine, data-science, finance, clinical genetics) helps drive healthcare improvements.

**Location:** Dallas, TX

**Hours:** Flexible. (~20 hours per week minimum)

**Contact:** Please submit your CV and general availability to [support@metisgenetics.com](mailto:support@metisgenetics.com)

**Potential Work Days:** Flexible.