

## **POSITION TITLE: Licensed Esthetician**

### **Position Summary**

Perform facial and body corrective skin care/pampering treatments using specialized techniques and medical grade skin care products in accordance with established treatment protocols, scope of practice, organizational policies & procedures, and all other governing standards. May include performing permanent makeup services and/or training and certification in permanent makeup.

### **Qualifications**

- Valid NYS Esthetician Licensure
- Ability to communicate professionally and effectively with clients, staff, management and involved physicians
- Ability to resolve conflict among clients in a timely and efficient manner
- Ability to work with and to maintain confidential client information
- Ability to take direction and follow through on assignments and responsibilities
- Basic knowledge of Millennium, Outlook, working with camera and downloading information to computer
- Retail sales and customer service experience

### **Duties and Responsibilities**

#### **Patient Care**

- Responsible for performing corrective skin care/pampering services in accordance with established treatment protocols
- At the time of consultation; makes recommendation of appropriate medical spa treatment options, prescriptive home products and future skin care goals
- Assess clients at time of consultation and identify health and medical risk factors
- Obtain clearance from Nurse Practitioner for new clients and prescriptives as required
- Have a complete knowledge and understanding of Medical Spa services and of medical-grade skincare product lines carried
- In accordance with skin care protocols; accurately documents treatment, follow-up and/or client concerns in chart using approved guidelines/forms for procedure
- Determine the effectiveness of the treatment plan with documentation of client care outcomes
- Reassess and modify the plan as necessary to achieve health and esthetic goals
- Provide accurate, appropriate and immediate responses to all requests by clients, ensuring complete customer satisfaction
- Ensure client has a good experience by minimizing pain, ensuring comfort level at all times
- Immediately consults with Clinical Staff/Management for any client concerns or problems
- Consults and educates clients on all aspects of the Medical Spa
- Actively builds repeat clientele by ensuring on-going high level of customer satisfaction

#### **Administrative**

- Oversee and ensure compliance with quality assurance standards, state and federal regulations
- Exhibit a professional attitude, diplomacy and an ability to handle difficult situations
- Ensure appropriate documentation
- Maintain education through continuing courses to maintain licensure, certification and accreditation
- Maintain prompt and regular attendance

- Attend and participate in general staff meetings as scheduled
- Attend on-going-training in order to keep current on new technologies and education involving the esthetics and Medical Spa field
- Participate in planned seminars
- Maintain a positive attitude and contribute toward a Team environment
- Maintain a polished and professional personal image

**\*Note:** All duties and responsibilities stated are essential job functions. Staff members may be required to perform additional job-related duties as assigned by management.

I have thoroughly reviewed and understand the responsibilities and expectations of this job description.

Staff Signature \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_