

Job Class Profile: **Beautician I**

Pay Level: **CG-24** **Pay Band:** **422-455**

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	3	2	5	4	2	2	2	1	5	
Points	140	33	32	19	60	43	41	21	54	443

JOB SUMMARY

The Beautician I perform standard beauty operations and shares knowledge of beauty culture treatments with residents and nursing staff.

Key and Periodic Activities

- Performs hairstyling and/or barbering services including shampoos, scalp and hair treatments, cuts, permanent waving, colouring, curling and styling hair.
- Cleans salon and sterilizes equipment.
- Assists residents to salon, when required.
- Maintains appointment schedule for salon services.
- Maintains records on all residents related to services performed, sensitivities or allergies, etc.
- Maintains inventory of supplies and requisitions supplies when necessary.
- Consults with residents, family members and nursing staff on issues related to hairstyling requirements, appointments, resident mobility, etc.
- Provides services and treatments to patients/residents at bedside if unable to visit the salon.
- Prepares monthly financial reports (accounts receivable/accounts payable) for services provided. Checks with Accountant for trust account information.

SKILL

Knowledge

General and Specific Knowledge:

- Salon products and application processes.
- Various types of skin allergies and conditions when working with chemicals such as hair color, perm lotions, shampoo, etc.

Formal Education and/or Certification(s):

- Minimum: 1 Year Hairstylist Program

Years of Experience:

- Minimum: 1 to 2 years

Competencies:

- Work independently
- Write straightforward text
- Repair or calibrate machinery such as clippers, trimmers, blow dryers, etc.
- Keep abreast of new products and techniques

Interpersonal Skills

- A range of interpersonal skills are used including listening to information from nursing staff or family members to become aware of any health or physical issues; asking questions related to a resident's hair care needs; providing routine information and direction related to the treatment of certain scalp conditions and providing care, comfort or nurturing to residents who may have dementia.
- Communications typically occur within the immediate work area and department.
- The most significant contacts occur with residents and/or family members to determine hair care requirements and to make appointments, supervisor/manager to discuss any issues or problems and order supplies and with employees or peers who provide assistance when performing chemical services and/or transferring residents to and from the salon, when required. Other contacts may include the nursing staff and accounting clerk.

EFFORT

Physical Effort

- The demands of the job occasionally result in considerable fatigue, requiring periods of rest.
- Lifting or moving objects over 50 lbs is a regular occurrence when assisting residents to move from one chair to another and when transporting patients in a wheelchair or bed to and from the salon.
- Standing on a constant basis when performing salon services and walking is required on a regular basis when transporting residents to and from the salon. Working in awkward or cramped positions such as bending or kneeling when performing salon services to a resident who is in a wheelchair or bed is a regular occurrence.
- Required to constantly maintain physical balance and use hand tools such as scissors, clippers, curling iron, blow dryer etc. with accurate control and steadiness to prevent injury to a resident. Regularly performs fine finger or precision work and uses gross motor skills.

Concentration

- **Visual concentration or alertness** is a constant requirement when performing salon services such as cutting hair using scissors, clippers or razors, ensuring the resident does not touch any tools such as hot curling iron or chemical solutions and ensuring that residents remain in chair and do not fall.
- **Auditory concentration** involves listening to residents, family members or nursing staff to determine hair care needs.
- **Alertness and concentration** are required when performing repetitive hairstyling tasks such as cutting and styling to ensure the safety of the resident. **Higher than normal levels of attentiveness and alertness for the health and safety of others** is required when assisting residents in and out of chair to ensure they don't fall and ensuring that equipment is stored properly when not in use to avoid danger to the resident.

- **Time pressures, deadlines and lack of control over work pace** can be experienced during special occasions/events when a large number of residents require some type of salon service. **Interruptions** in scheduling can occur when there are health issues with a resident or a resident becomes uncooperative.
- **Eye/hand coordination** is required to perform hairstyling and/or barbering services.
- **Exact results and precision** are required when cutting hair using tools such as scissors and clippers and when performing chemical processes on hair such as colouring and applying perm lotions.

Complexity

- Work involves performing hairstyling and barbering services which involves tasks and activities that are different but require the use of similar skills and knowledge.
- A typical problem, challenge or issue is getting residents, who may suffer from mental illness, to cooperate during salon service.
- Reference material to assist in addressing problems, challenges and issues include policy and procedure manual, past experience and support from nursing staff and/or Supervisor/Manager.

RESPONSIBILITY

Accountability and Decision-Making

- Work is highly structured and controlled through policies and procedures. General supervision is received from the supervisor and works independently carrying out day-to-day responsibilities.
- May have authority to prepare weekly schedules for salon services, prepare orders for supplies, and submit charges for salon services to Accountant.
- Approval is required for purchasing supplies and replacing equipment.
- Discretion and independence of action is exercised when determining if a scalp condition should be brought to the attention of the nursing supervisor for medical assessment/treatment or when making a determination that a resident is too ill to proceed with a service.
- Provides advice to residents and nursing staff on hair care needs and possible treatments.

Impact

- Providing hair care services to residents/patients can have a positive impact within the immediate work area, and on residents/patients, family members and nursing staff as it contributes to the resident's/patient's health, personal care and overall well-being.
- Mistakes or errors such as getting chemical solutions in resident's eyes or mouth, cutting or burning a resident or not properly sterilizing tools can cause health issues for a resident.
- Errors are typically identified and resolved within hours of problem identification to ensure the health and safety of the resident.

Development and Leadership of Others

- Not responsible for the supervision of staff.
- May be occasionally involved with providing orientation to relief staff or on-the-job training to a student.

WORKING CONDITIONS**Environmental Working Conditions**

- There is no requirement to wear safety equipment.
- The likelihood of minor cuts, bruises, abrasions or minor illnesses resulting from hazards in the job is significant while fractures or other injuries are limited.
- Constantly exposed to fumes from chemicals, wet or slippery surfaces, sharp objects and working in awkward or confining workspaces when working with residents in wheelchairs.