

Job Class Profile: Beautician II**Pay Level: CG-25 Pay Band: 456-489**

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	3	5	
Points	140	33	32	19	60	43	41	64	54	486

JOB SUMMARY

The Beautician II performs supervisory and standard beauty operations in a health care environment.

Key and Periodic Activities

- Coordinates and supervises the daily activities of employees engaged in standard beauty operations for patients/residents.
- Performs hairstyling and/or barbering services including shampoos, scalp and hair treatments, cuts, permanent waving, coloring, curling and styling hair.
- Advises nursing staff of patients/residents with skin and scalp conditions requiring corrective treatment.
- Cleans salon and sterilizes equipment and materials.
- Maintains appointment schedule for salon services.
- Maintains records on all residents/patients related to services performed, sensitivities or allergies, etc.
- Maintains inventory of supplies; advises supervisor concerning supply requirements and requisitions supplies, when necessary.
- Consults with residents/patients, family members and nursing staff on issues related to hairstyling requirements, appointments, resident mobility, etc.
- Instructs and provides training to residents/patients in the fundamentals of beauty care.
- 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.
- Assists residents/patients to salon, when required.

SKILL**Knowledge****General and Specific Knowledge:**

- Policies and procedures
- Safe Work Practices
- Fundamentals of beauty care

- Knowledge of salon products and application processes
- Knowledge of 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: 3 years

Competencies:

- Follow basic instructions and work processes
- Apply established techniques to the completion of activities
- Plan, organize, direct and control work activities
- Write straightforward text
- Repair or calibrate machinery such as clippers, trimmers, blow dryers, etc.
- Assess skin and scalp conditions
- Keep abreast of new hair care 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 and asking questions related to a resident's/patient's hair care needs; providing routine information and direction to residents/patients, family members and nursing staff related to the treatment of certain scalp conditions; providing care, comfort or nurturing to residents/patients who may have dementia and instructing and providing training to residents/patients in the fundamentals of beauty care.
- Communications typically occur within the immediate work area and department.
- The most significant contacts are with residents/patients and/or family members to determine hair care requirements and to make appointments; supervisor to discuss any issues or problems and order supplies and with employees in the salon regarding day-to-day activities and to ensure that appropriate hair care services are provided.

EFFORT

Physical Effort

- The demands of the job occasionally results 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 residents/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/patients remain in their chair and do not fall.
- **Auditory concentration** involves listening to residents/patients, family members or nursing staff to ensure understanding of 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/patient. **Higher than normal levels of attentiveness and alertness for the health and safety of others** is required when assisting residents/patients in and out of chair to ensure they don't fall and ensuring that equipment and hair care products are 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/patients require some type of salon service. **Interruptions** in scheduling can occur when there are health issues with a resident; a resident becomes uncooperative; or there is a shortage of hair care products.
- **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 coloring and applying perm lotions.

Complexity

- Work involves performing supervisory and standard beauty operations work 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/patients, who may suffer from mental illness, to cooperate during salon service.
- Reference material to assist in addressing problems, challenges and issues include policy and procedures manual, past experience and support from nursing staff and/or supervisor.

RESPONSIBILITY

Accountability and Decision-Making

- Work is highly structured and controlled through policies and procedures; daily work tasks are carried out independently and unusual or difficult situations requiring a high degree of discretion and judgement require consultation with the supervisor.
- Have authority to coordinate employee work schedules; assign specific tasks to employees to meet work demands and time schedules; prepare weekly appointment 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/patient is too ill to proceed with a service.
- Provides advice to residents/patients and nursing staff on hair care needs and possible

treatments.
Impact
<ul style="list-style-type: none"> — 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/patient's eyes or mouth; cutting or burning a resident/patient; not properly sterilizing tools; wasting hair care products; can result in health and safety issues for residents/patients; increased financial costs and have a negative impact on the corporate image. — Errors are typically identified and resolved within hours of problem identification to ensure the health and safety of the resident/patient.
Development and Leadership of Others
<ul style="list-style-type: none"> — Typically responsible to coordinate and supervise the daily activities of employees which includes scheduling and assigning work and providing advice, guidance and feedback.

WORKING CONDITIONS

Environmental Working Conditions
<ul style="list-style-type: none"> — 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 is limited. — Constantly exposed to fumes from hazardous chemicals, wet or slippery surfaces, infectious diseases, sharp objects and working in awkward or confining workspaces when performing hair care services to residents/patients in wheelchairs or at the bedside.