

Hospital Sisters of St. Francis

Position Description

Title: Beautician
Reports to: Assistant Manager of Loretto Home
Department: Community Health Services
Originally Written: 3-27-85 Last Revised: 2-5-21 Last Reviewed:

Approved by: _____
Administrator

Position Summary:

Schedules appointments and provides hair care services for the Hospital Sisters of St. Francis.

Responsibilities: (Percent of Time)

1. Safety/Body Mechanics (At all times)
 - a. Practices good, safe work habits and follows all safety mandates, expectations, and regulations.
 - b. Follows the recommended infection control standards.
 - c. Uses proper body mechanics when lifting, bending, and performing job routines.
 - d. Reports all unsafe conditions and injuries to immediate supervisor.
 - e. Cleans up emergency spills or debris to prevent injury or accidents.
 - f. Unplugs all electrical equipment when unattended.
 - g. Avoids blocking corridors, fire doors, or any other traffic lanes with equipment or supplies.
 - h. Attends safety inservices as scheduled.
 - i. Utilizes good judgment when dealing with confused and physically dependent residents considering both personnel and resident safety by requesting assistance as necessary.

2. Performs Direct Hair Care (75%)
 - a. Ability to schedule appointments in a time-efficient manner.
 - b. Maintains established departmental policies and procedures, objectives, environmental, and infection control standards.
 - c. Performs shampoos, cuts, sets, blow dries, and perms as requested by the patron.
 - d. Adapts techniques to the physical limitations of each patron.
 - e. Takes inventory of in-stock supplies and orders supplies with approval of manager.
 - f. Washes and sterilizes combs, brushes, perm rods, and other hair care equipment.

- g. Maintains cleanliness and restocks supplies of the work station on a day-to-day basis.
- h. Provides proper maintenance of equipment and reports those items in need of repair or replacement.

3. Communication (20%)

- a. Communicates with patrons, co-workers, and other departments with respect and in reflection of the Core Values of the Hospital Sisters.
- b. Maintains and reports department statistics monthly.
- c. Maintains confidentiality concerning Sisters' conditions, diagnosis, and personal information.
- d. Instructs patrons and staff concerning proper hair care.

4. Education (5%)

- a. Enhances professional growth and development through participation in educational programs, current literature, inservices, and workshops.
- b. Maintains professional license education requirements.

5. Work Ethics and Interpersonal Relationships (At all times)

- a. Understands and applies Core Values
- b. Works within scope of authority adhering to rules, regulations and policies.

Relationships:

Has daily contact with Sisters, residents of Loretto Home, and employees.

Qualifications:

- 1. Educational:
 - a. High School graduate or GED certified.
 - b. Must possess skills acquired through completion of an approved cosmetology program licensed by the State of Illinois, and maintain a current Illinois license to practice as a beautician.
- 2. Experience: Experience in working with elderly clients.
- 3. Personal:
 - a. Possesses good communication and human relation skills.
 - b. Ability to complete work assignments.
 - c. Exhibits respect for the elderly and the religious community.
 - d. Self-motivated, disciplined, and shows enthusiasm for work.

Working Conditions:

- 1. May be exposed to unpleasant odors, body secretions, cleaning chemicals, infections, communicable diseases, and disturbed or disoriented residents daily.

2. Possibility of occupational exposure to blood or other potentially infectious material.
3. Possibility of injury due to carelessness, improper use of equipment, or improper body mechanics.
4. Must be capable of pushing items up to 24 lbs. and pulling up to 36 lbs.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.