

Let Your Life Shine ✨
**NORMANDIE
RIDGE**
ALBRIGHT CARE-SERVICES

POSITION #
51-18(17)

JANUARY 30, 2017

TITLE: Beautician

DEPARTMENT: Administration

SUPERVISOR: Administrative Assistant

SHIFT: 1st shift

Temporary position

LOCATION: Normandie Ridge

21 hours/week

BRIEF DESCRIPTION: Provides beauty and/or barber services to clients.

PRIMARY RESPONSIBILITIES:

- Cuts, sets, and styles client's hair as scheduled by client, client's family or nursing staff and according to client's/designated party's wishes as appropriate.
- Maintains equipment and work area in a clean and safe manner in compliance with regulatory and Albright Policy/Procedure; notifies supervisor of needed maintenance and housekeeping.
- Provides clear and accurate records and submits client service records in a timely manner.
- Maintains an open, friendly, professional environment in which clients receive outstanding beauty/barber services.
- Provides service hours that are accessible to clients.
- Orders and maintains sufficient material and supplies to provide appropriate beauty/barber services.
- Maintains current licensure; cosmetology and shop.
- Recognizes safety as an important job responsibility. Follows all Albright safety protocols and policies/procedures.
- Advises supervisor of any potential or actual problem, which may jeopardize Albright Care Services.
- Maintains a courteous, professional relationship with all other organization staff.
- Recognizes confidential matters and does not divulge confidential information or material to anyone not authorized to receive such information.

QUALIFICATIONS:

- Current cosmetology license in the Commonwealth of PA.
- Ability to operate equipment and materials needed to provide appropriate beauty/barber services to clients.
- Visual acuity (near and distant) sufficient to cut/style hair and maintain accurate records.
- Ability to use hands, stand, reach, bend, and walk constantly during a work day/shift.
- Ability to communicate effectively in person and on the telephone. Must be tactful, courteous, and dependable and have the ability to plan, and organize work with little to no supervision and to understand and give directions.
- Desire and ability to work with the elderly and to provide excellent customer service to clientele.
- Must be able to pass a physical examination within State and Federal Guidelines.

PHYSICAL DEMANDS:

- Works inside a well-lit, well ventilated salon setting.
- Works with sharp, styling instruments (scissors, razors).
- Works with heated hair devices (hair dryers, irons) and hair styling chemicals.
- Uses fine motor skills for cutting, styling hair, and shaving, and for producing legible and accurate records.
- Uses visual, auditory and speaking skills throughout the shift to sufficiently communicate with others.
- Chance of exposure to communicable diseases.
- Occasional lifting, supporting up to 25lbs.
- Stands 85%, walks 5%, and sits 10%.