

Spec. Code: 4300
Occ. Area: 12
Work Area: 444
Prom. Line: none
Prob. Period: 6 mo.
Last Action: New
Effective Date: 11/16/09

AESTHETICIAN

Function of Job

Employees in this classification provide direct patient care services that include skin care consultation and analysis, skin care treatments and camouflage makeup. They work under direct supervision from a designated supervisor.

Characteristic Duties and Responsibilities

An Aesthetician typically –

1. Assesses each patient's skin condition, appearance and other characteristics.
2. Performs facial dermatology procedures; prepares patients for esthetic service; obtains and documents patients' history, medications, allergies, etc.; obtains consent forms; educates patients on skin care in general and how to care for problem areas.
3. Provides facial and other skin treatments using specialized products and techniques (for example, peels and masks).
4. Communicates with patients/clients in person and via telephone, advises clients and sells skin care products.
5. Maintains and "sets-up" clean and well stocked rooms for patient care; sterilizes instruments using steam, chemical, ultrasound, antibacterial soap, alcohol, etc.
6. Advises physicians on patients' status and condition; schedules patients' appointments; accepts and records payments for procedures.
7. Attends meetings and training programs; monitors inventory and orders supplies, keeps records of client needs/preferences and services provided.
8. Performs other duties as assigned.

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. Possession of a current/active license for Aesthetician (Esthetician) from the Illinois Department of Financial and Professional Regulation.

PERSONAL ATTRIBUTES TO UNDERTAKE JOB

1. Knowledge of sanitation, infection control and microbiology
2. Knowledge of human physiology and anatomy
3. Knowledge of integumentary system and skin histology, skin conditions, disorders, and diseases
4. Advanced knowledge of the effects of stress, diet, and products on health skin
5. Knowledge of the basic chemistry
6. Knowledge of esthetics practices
7. Thorough knowledge of skin analysis and implementation procedures related to consultation, documentation, and treatment protocols and contraindications
8. Knowledge of hair, follicle, and its growth cycle and hair removal procedures
9. Knowledge of cleansing, steaming, and exfoliation procedures
10. General knowledge of specialized services (face and body treatments, terminology related to cosmetic procedures)
11. Ability to work independently and prioritize duties and functions with minimal directions
12. Ability to handle confidential matters/information with tact and discretion
13. Ability to work in a dynamic environment of rapidly changing priorities and frequent interruptions
14. Possess strong customer service, communication, and interpersonal skills.
15. Knowledge of principles and methods for showing, promoting, and selling products or services (i.e. marketing strategy, product demonstration, sales techniques and sale control systems)