

POSITION TITLE: Licensed Medical Esthetician

Position Summary

Perform facial and body corrective skin care/pampering treatments using specialized techniques and medical grade skin care products in accordance with established treatment protocols, scope of practice, organizational policies and procedures, and all other governing standards. May include performing permanent makeup services and/or training and certification in permanent makeup.

Qualifications

- Valid NYS Esthetician Licensure
- Ability to communicate professionally and effectively with clients, staff, management and involved physicians
- Ability to resolve conflict among clients in a timely and efficient manner
- Ability to work with and to maintain confidential client information
- Ability to take direction and follow through on assignments and responsibilities
- Basic knowledge of PatientNow, Outlook, working with camera and downloading information to computer
- Retail sales and customer service experience

Duties and Responsibilities

Patient Care

- Responsible for performing corrective skin care/pampering services in accordance with established treatment protocols
- At the time of consultation; makes recommendation of appropriate medical spa treatment options, prescriptive home products and future skin care goals
- Assess clients at time of consultation and identify health and medical risk factors
- Obtain clearance from Nurse Practitioner for new clients and prescriptives as required
- Have a complete knowledge and understanding of Medical Spa services and of medical-grade skincare product lines carried
- In accordance with skin care protocols; accurately documents treatment, follow-up and/or client concerns in chart using approved guidelines/forms for procedure
- Determine the effectiveness of the treatment plan with documentation of client care outcomes
- Reassess and modify the plan as necessary to achieve health and esthetic goals
- Provide accurate, appropriate and immediate responses to all requests by clients, ensuring complete customer satisfaction
- Ensure client has a good experience by minimizing pain, ensuring comfort level at all times
- Immediately consults with Clinical Staff/Management for any client concerns or problems
- Consults and educates clients on all aspects of the Medical Spa
- Actively builds repeat clientele by ensuring on-going high level of customer satisfaction

Administrative

- Oversee and ensure compliance with quality assurance standards, state and federal regulations
- Exhibit a professional attitude, diplomacy and an ability to handle difficult situations
- Ensure appropriate documentation
- Maintain education through continuing courses to maintain licensure, certification and accreditation
- Maintain prompt and regular attendance

- Attend and participate in general staff meetings as scheduled
- Attend on-going training in order to keep current on new technologies and education involving the esthetics and Medical Spa field
- Participate in planned seminars
- Maintain a positive attitude and contribute toward a team environment
- Maintain a polished and professional personal image

***Note:** All duties and responsibilities stated are essential job functions. Staff members may be required to perform additional job-related duties as assigned by management.