

UW HEALTH JOB DESCRIPTION

COSMETOLOGIST

Job Code: 300043	FLSA Status: Nonexempt	Mgt. Approval: J Auenson	Date: 3-18
Department:		HR Approval: M Buenger	Date: 3-18

JOB SUMMARY

The Positive Image Center will provide an environment where children undergoing care at AFCH can visit to learn more about hair and skin care, in which a trained Image Consultant/Cosmetologist professional will address their individual needs. The Center provides a place where children can ease their anxiety about appearance-altering illnesses or procedures. The incumbent provides specialized services and a customized approach to help each child enhance his or her self-esteem and confidence. The Image Consultant/Cosmetologist will be proficient at presenting and providing both hair and skin care techniques in a compassionate and sensitive way to children undergoing medical treatment and/or recovering from an event, both resulting in changes to their overall physical appearance.

The incumbent will be responsible for the continued development and implementation of programming and services in the Positive Image Center and at patient bedside. S/he will be knowledgeable on children's reactions to hospitalization and treatment.

S/he will provide services on how to enhance their appearance and minimize the side effects of illness and/or medical treatment. The Image Consultant/Cosmetologist will provide instruction to children, their parents/caregivers on how to clean and care for skin, examining and evaluating its condition and appearance. Furthermore, the incumbent will determine the products and colors that will improve skin quality and appearance, applying cosmetic products, and when necessary consult medical personnel for guidance on use of cosmetics.

The Image Consultant/Cosmetologist will provide hair services to enhance appearance of hospitalized children, but also helping to address safety, comfort, and coping. The incumbent will ensure infection control and safety are maintained when delivering services. The incumbent will offer hair services to include hair/wig design, draping procedures, brushing, detangling, shampooing, conditioning, scalp treatment, haircutting and hair styling procedures, braiding, and hair enhancements/additions.

MAJOR RESPONSIBILITIES

1. Develops and implements programming for the Positive Image Center.
2. Develops intake form to obtain patient information pertinent to their medical condition to ensure services are appropriate for patient.
3. Identifies and purchases beauty supplies/products to efficiently operate the Positive Image Center.
4. Cuts, trims and shapes hair and/or hair pieces
5. Combs, brushes and sprays hair or wigs to set style
6. Works with patient, staff, and current wig company to choose, fit, order wig
7. Massages and treats scalp for hygienic and remedial purposes.
8. Recommends and applies cosmetics, lotions, and creams to patients to soften and lubricate skin and enhance and restore natural appearance.
9. Updates and maintains patient information records for services provided.
10. Coordinates the scheduling of patient appointments with patient, family, and staff.
11. Provides services to children in the Positive Image Center or at bedside. Adjusts schedule to accommodate the requests or consults received according to patient schedule
12. Inventories, stocks and maintains supplies. Checks supplies on a regular basis.
13. Assists patients with hair pieces, make up, or other supplies. Educates patient on wig care, and provides supplies such as shampoo, conditioner, wig stand, brush and cap.
14. Documents services provided in the patient electronic health care record. Submits monthly report on types of services provided, expenses, and patient contact.
15. Works with patients and staff for hair care between or after head wrap/dressing changes, removal of EEG leads, extended flat bedrest, etc.
16. Orders hospital supplies to maintain a safe and clean environment in alignment with infection control policies
17. Orients, trains and supervises volunteers to Positive Image Center and services.
18. Updates products and services as necessary, researching new products in the cosmetic/health/beauty industry. Consults with appropriate medical staff for potential new products.

UW HEALTH JOB DESCRIPTION

19. Develops and updates information for Positive Image Center and services for communication on Uconnect, AFCH website.
20. Evaluate, prepare and choose safe and appropriate products for skin tone.
21. Follows sterile technique for ensuring equipment and materials meet standards of a hair salon and health care setting.
22. Contacts patients/families post visit to the Positive Image Center or have received services for follow up and documents feedback on visit.
23. Consults with nursing, medical and ancillary staff for guidance on patient concerns.

ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS.

JOB REQUIREMENTS

Education	Minimum	High School graduate. Must be a graduate from a state-licensed barber or cosmetology school.
	Preferred	
Work Experience	Minimum	Five (5) years of experience as a hair stylist and/or image consultant
	Preferred	
Licenses & Certifications	Minimum	<ul style="list-style-type: none"> • Licensed cosmetologist in the State of Wisconsin • CPR certification or attain certification within 3 months of hire
	Preferred	
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> •

AGE SPECIFIC COMPETENCY (Clinical jobs only)

Identify age-specific competencies for direct and indirect patient care providers who regularly assess, manage and treat patients.

Instructions: Indicate the age groups of patients served either by direct or indirect patient care by checking the appropriate boxes below. Next,

<input checked="" type="checkbox"/>	Infants (Birth – 11 months)	<input checked="" type="checkbox"/>	Adolescent (13 – 19 years)
<input checked="" type="checkbox"/>	Toddlers (1 – 3 years)		Young Adult (20 – 40 years)
<input checked="" type="checkbox"/>	Preschool (4 – 5 years)		Middle Adult (41 – 65 years)
<input checked="" type="checkbox"/>	School Age (6 – 12 years)		Older Adult (Over 65 years)

JOB FUNCTIONS

Review the employee's job description and identify each essential function that is performed differently based on the age group of the patient.

1. Understanding of children's responses to hospitalization and health care experiences.
2. Appropriately offers choices to children

PHYSICAL REQUIREMENTS

Indicate the appropriate physical requirements of this job in the course of a shift. *Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.*

Physical Demand Level		Occasional Up to 33% of the time	Frequent 34%-66% of the time	Constant 67%-100% of the time
<input checked="" type="checkbox"/>	Sedentary: Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as docket, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.	Up to 10#	Negligible	Negligible
	Light: Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may only be a negligible amount, a job is in this category when it requires walking or standing to a significant degree.	Up to 20#	Up to 10# or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	Negligible or constant push/pull of items of negligible weight
	Medium: Ability to lift up to 50 pounds maximum with frequent lifting/and or carrying objects weighing up to 25 pounds.	20-50#	10-25#	Negligible-10#

UW HEALTH JOB DESCRIPTION

	Heavy: Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	50-100#	25-50#	10-20#
	Very Heavy: Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	Over 100#	Over 50#	Over 20#
Other - list any other physical requirements or bona fide occupational qualifications not indicated above:				

Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.