

UW HEALTH JOB DESCRIPTION

Aesthetician Lead

Job Code: 540078	FLSA Status: Non-Exempt	Mgt. Approval: T. Rettig	Date: December 2021
Department: Clinics – Skin Care Services		HR Approval: J. Olson	Date: December 2021

JOB SUMMARY

The Aesthetician Lead serves as the team lead over other Aesthetician staff within the skin care program. As a team lead, this position coordinates, assigns, and guides the work activities of other Aesthetician staff. This position maintains department policies, leads the skin care meetings, leads practice oversight and licenses, and trains and mentors new staff.

The Aesthetician Lead will assist with the operations of the skin care program, participate in skin care services, and provide treatments. The Aesthetician Lead will have responsibility for maintenance of the skin care product lines, including product and medical supply inventory. This position will also be accountable for the education of cosmetic center staff in relation to skin care products and sales.

MAJOR RESPONSIBILITIES

- Assist in the maintenance of skin care services, product lines, and related policies and guidelines. Maintain inventory of skin care product lines and work with vendors on product changes and additions.
- Assess patient skin and medical conditions as appropriate and document services provided in the electronic medical record (EMR).
- Offer a variety of skin care services to promote healthy appearances.
- Administer advanced chemical peels (i.e., glycolic, salicylic, lactic, and retinoic).
- Provide breast areola (permanent cosmetic) tattooing services for patients who have undergone reconstructive surgery.
- Perform laser hair removal under the direction of the treating physician.
- Provide CoolSculpting services.
- Maintain equipment and supplies related to aesthetician services.
- Remain current with new products and trends relating to skin care services.
- Contribute to Skin Care Services business planning and goals.
- Act as the center’s resource on skin care products; assess, plan, and implement educational sessions for cosmetic center staff in relation to skin care products.
- Assist the Clinic Manager in leading the day-to-day operation and coordination of patient skin care services.
- Assist the Clinic Manager in leading the skin care department to improve patient and staff satisfaction.
- Analyze skin care department and identify opportunities to increase quality, safety, effectiveness, and efficiency.
- Maintain compliance with all skin care policies, procedures, and regulations. Create new policies as needed within the skin care department.
- Assure compliance with applicable Aesthetician licenses are up to date and posted in collaboration with the Clinic Manager.
- Assist in recruitment, retention, and performance reviews related to the skin care department.
- Organize and lead the delivery of skin care services designated in patient care areas.
- Create the skin care agenda and facilitate the skin care meetings.
- Work with Marketing on monthly newsletters and specials for the year and collaborate with UnityPoint Health Meriter employees.

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

JOB REQUIREMENTS

Education	Minimum	Graduate of a school of Aesthetics or Cosmetology
	Preferred	Bachelor of Science in a clinical field, Business Management, Marketing, or similar area of study
Work Experience	Minimum	Three (3) years of experience with skin care product consultation and education
	Preferred	Three (3) years of experience as practicing Aesthetician in a physician-based setting
Licenses & Certifications	Minimum	Licensed Aesthetician in the state of Wisconsin

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		Cosmetology Manager's License, if a licensed Cosmetologist Basic Life Support/CPR	
	Preferred		
Required Skills, Knowledge, and Abilities	<ul style="list-style-type: none"> Dedication to service excellence for patients Ability to work independently and in a team environment Excellent verbal and written communication skills; ability to provide presentations and facilitate group sessions Ability to maintain confidentiality of medical records Experience documenting patient care 		
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,			
	Infants (Birth – 11 months)	<input checked="" type="checkbox"/>	Adolescent (13 – 19 years)
	Toddlers (1 – 3 years)	<input checked="" type="checkbox"/>	Young Adult (20 – 40 years)
	Preschool (4 – 5 years)	<input checked="" type="checkbox"/>	Middle Adult (41 – 65 years)
	School Age (6 – 12 years)	<input checked="" type="checkbox"/>	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.			
PHYSICAL REQUIREMENTS			
Indicate the appropriate physical requirements of this job in the course of a shift. <i>Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.</i>			
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
	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#	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#
	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#
	Very Heavy: Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	Over 100#	Over 50#
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.