

Aesthetic Solutions, PA
Job Description – Aesthetician
(Revised 4 December 2019)

Summary: The Aesthetician contributes to an exceptional patient experience by educating patients, providing treatments, assisting patients with selection of skin care products, and following up with patients to assure satisfaction with the practice.

Classification: Hourly, Full-time

Days Worked: Monday – Friday

Working Hours: 8:15 am to 5:00 pm, ~ 45 minute lunch between 12 and 1 pm
Possible evening/weekend hours in future

Reports to: Practice Manager

Core Responsibilities:

Perform aesthetic services in accordance with practice policies and treatment protocols, including:

- ALA / PDT
- BBL
- Chemical Peels
- Clear + Brilliant
- CoolSculpting
- CoolTone
- Dermaplaning
- diVaTyte
- Emsculpt
- Viveve
- Halo
- HydraFacial
- Laser Hair Removal
- Microneedling
- RF Microneedling
- Milia / Acne Extraction
- Pronox
- PRP Blood Draw/Serum Prep
- Silk Peel
- SkinTyte
- Ultherapy
- Z-Wave

Providing with each service

- A concierge, “surprise and delight” experience for every patient.
- Consultations that prepare, inform, consent and set proper expectations
- High quality pre/post photos and layout boards to demonstrate results
- Patient education, pre/post care instructions and answers to FAQ
- Written treatment plans with costs
- Effective management of patient expectations to assure high satisfaction with services
- Follow-up by phone, thank you notes, etc. to deliver concierge experience

Skin care guidance (per practice policies and approved skin care regimens)

- Perform skin care consults w/Visia
- Develop written skin care regimens
- Assist patients with selection of skin care products

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- Educate patients on skin care treatments that require formal consultations

Assist Lead Aesthetician as directed

- Help order, receive stock, maintain, and periodically inventory aesthetician consumables.
- Clean, calibrate, and perform equipment maintenance per manufacturer / practice instructions
- Maintain clean, organized, aesthetically pleasing OSHA-compliant treatment areas
- Perform laundry related to aesthetician treatments.
- Other duties and tasks as assigned

Secondary Responsibilities

Personal and Practice Growth

- Continually update and improve skill set with self-directed education and training.
- Consistently test skills, techniques and new ideas, and monitor results in patients.
- Access manufacturer provided training tools to increase own knowledge base.
- As directed by Lead Aesthetician, plan, promote and manage aesthetician-related events (e.g. Lunch & Learns, other educational seminars, charity events, the Sparkle Party, etc). These may require evening and/or weekend work.
- During patient follow up, secure photo releases for marketing, collect written testimonials, facilitate positive on-line reviews.
- Collaborate with marketing staff to market aesthetician services

Miscellaneous Ancillary Activities

- Maintain HIPAA-compliant work area, and adhere to HIPAA requirements in all work activities.
- Assist with policy/guidance documents revisions as necessary to reflect current practices.
- A successful, growing organization is a work in progress. The practice anticipates, and reserves the right to add role-relevant tasks to this job description at any time. As a relatively small organization, all staff are expected to assist with general activities essential to success, including cleaning and organization of the facility, development of forms, running errands, or filling in for other staff members

EDUCATION AND EXPERIENCE:

- High school diploma; appropriate licensure in North Carolina; college degree preferred.
- Two-year's experience in a medical office working as an aesthetician.

ESSENTIAL SKILLS AND ABILITIES:

- A wide-range of knowledge in skin care, treatments, and skin care products.
- Excellent communication skills.
- Empathetic with patient's needs and concerns.
- Good problem solving and analytical skills.
- Ability to work as a team member.
- Well-organized with attention to detail.
- Ability to manage multiple projects simultaneously.
- Treats patients and co-workers with respect.