



## **PART-TIME POSITION - AESTHETICIAN**

### **EXPECTATIONS FOR ALL EMPLOYEES:**

To support SkinCare Physicians' mission, vision and values by exhibiting the following behavior: excellence and competence, collaboration, teamwork and team building, innovation, respect, personalization, commitment to our patients, and accountability and ownership.

### **JOB TYPE:**

Part-time

### **JOB SUMMARY:**

The Aesthetician is responsible for performing skin care services, assisting patients with product education and selection, and for addressing and providing overall aesthetic skin care support and care to the practice. Our practice environment requires everyone to multitask and act as team player. Aside from core job skills, everyone on our team must be able to provide exceptional customer service, have strong verbal and email communication skills, be comfortable using computers and electronic medical records.

### **ESSENTIAL JOB FUNCTIONS:**

- Provides facial and other skin care services to patients.
- Provides skin care consultation to patients.
- Educates physicians, staff members, and patients regarding use of products.
- Serves as a liaison between physicians and patients regarding skin care and overall skin health needs.
- Maintains inventory of products and keeps aesthetic room neat, clean, stocked and compliant with OSHA and other standards.
- Documents and maintains patient records regarding aesthetic treatments, procedures, products, and educational information for patient.
- Handles scheduling, appointment confirmation, cancellation and other communication with aesthetic patients as needed.
- Tracks product sales and reports financial and patient care data to management as needed.
- Facilitates fulfillment of patient phone orders.
- Follows up with patients as needed.
- Must keep patient and business confidentiality at all times; follows HIPAA policies for patient privacy and has access to PHI Level 2 and Level 3.
- Complies with OSHA and AAAHC policies and procedures.



**PREPARATION, KNOWLEDGE, SKILLS & ABILITIES:**

- Education and training from a certified school for aesthetics.
- Must possess superior patient and customer service skills, including a calm, reassuring, mature, competent demeanor and the ability to be sensitive to patient needs and attitude.
- Must be willing to work as a team player.
- Must have verbal, quantitative and interpersonal skills normally acquired through successful completion of high school diploma.

**JOIN THE LEADING EXPERTS IN SKIN CARE!**

*If you are interested, please send your resume and cover letter to [humanresources@skincarephysicians.net](mailto:humanresources@skincarephysicians.net)*