

## **SAINT JOHN'S COMMUNITIES JOB DESCRIPTION**

**JOB TITLE:** Nail Technician

**REPORTS TO:** Spa Manager

**STANDARD PRECAUTIONS:** Category III

**FLSA CATEGORY:** Non-Exempt-Hourly

**Job Code:** 10-3

### **JOB OBJECTIVE:**

Provides nail services to Saint John's residents; Works in accordance with all State/Federal regulations/codes and Saint John's policies, procedures, and practices. Works together with all members of the community to uphold and further the mission, vision, principles, and values of Saint John's Community.

### **KNOWLEDGE, SKILLS, ABILITIES, QUALIFICATIONS:**

1. Must be a high school graduate or have a GED.
2. Must be a graduate of a nail tech program and Wisconsin licensed, as a practitioner, to practice on location and have at least 1 year of experience
3. Must be able to read, write and speak English.
4. Must have basic computer skills for scheduling and billing purposes.
5. Must have excellent communication and problem-solving skills, be honest, dependable and exhibit a warm, cheerful, caring manner and be regularly at work, on time, as scheduled.
6. Must have the ability to adapt to changing organizational needs, work flexible hours to meet the scheduling requirements.
7. Must be professional in actions, neat attire appropriate to the position, excellent customer service skills, and desire to work with and serve older adults.
8. Must demonstrate the ability to comprehend and follow established procedures, be able to multi- task, be able to work independently and perform various duties without close supervision.

### **ESSENTIAL FUNCTIONS, DUTIES AND ACCOUNTABILITIES:**

1. Provides nail care services such as: manicures, pedicures, clean, cut, and shape nails, polishing fingernails/toenails using variety of polish brands, removing polishes; and all services allowed by license.
2. Maintains supply inventory as well as refreshments and snacks. Reorder as needed.
3. Keeps Spa, workstation, and equipment neat, clean, and well organized; maintains and cleans equipment (i.e., cleaning all manicure and pedicure equipment, bowls, tubs, clippers, etc.) Dusting and laundry as needed.
4. Adhere to the highest standards of sanitation, which includes cleaning and sanitizing tools and equipment
5. Notifies Environmental Services and Spa Manager of any concerns related to equipment maintenance.
6. Assure quality customer service: provide courtesy calls to residents for appointment reminders. Work with other departments to get residents to/from appointments. Ability to provide escort to/from appointments, and ability to provide services in resident apartment.
7. Accurately record services provided on each visit to assure residents and staff are billed appropriately. Keeps other timely, accurate records as required.
8. Works with clients, residents, families, and Saint John's staff throughout the organization, in a professional manner.
9. Maintains confidentiality of all resident information.
10. Knows and follows existing lines of communication and authority.
11. Is responsible for providing services based on residents' needs and their schedule. May be required to work varied hours to meet the needs of residents, which could include some weekend or evening hours.
12. Assures that all resident rights are maintained at all times. Reports any violations or suspected deviations immediately according to Saint John's policy and procedures.
13. Maintain current license. Follows all rules, regulations, policies/procedures according to licensure. Keeps current on all changes which affect this position.

14. Attends in-services, meetings, seminars as required, and completes all electronic training in a timely manner.

### **Person Centered Care/Professional Integrity and Responsibility**

1. Employees act with honesty and openness in all their dealings as representatives of the organization and are expected to support a working environment that values respect, fairness, inclusiveness, and integrity. Our employees promote responsibility in the workplace by recognizing and respecting the boundaries of people with whom we work and serve.
2. Employees support practices and principles of the person-first philosophy that gives residents the power of choice. Employees are considered part of the community and are expected to perform duties within the principles and practices that guide care and services through knowing and honoring the person before the task. i.e., fostering relationships between residents, family, and staff; Each person is to be known as an individual who can and does make a difference; We nurture the spirit as well as the mind and body; We promote growth and development for all; and we create an environment that meets the physical, social, emotional, intellectual, spiritual and occupational needs of individuals and the community

**WORK SETTING/ENVIRONMENT:** Work is performed in salon on location or resident's apartment or room. Temperatures may range from 70 degrees F. to 95 degrees F. Individuals' environment and equipment must be adapted to provide service. There is frequent exposure to hazardous products, chemicals, and associated odors.

**EQUIPMENT USED:** Nail Technician kit, (which will include all equipment necessary for a nail technician to function according to client needs and licensure), various nail care products/tools, clippers, files, lotions, scrubs, polishes, polish removers, pedicure spa bath, telephone, computer, and other typical salon equipment etc.

### **PHYSICAL/SENSORY COGNITIVE REQUIREMENTS TO PERFORM THE ESSENTIAL JOB FUNCTIONS:**

**Physical Strength:** Must be able to push/pull/move objects weighing 10 pounds and occasionally over 25 pounds.

**Manual Dexterity:** Must be able to continuously use hands, arms for moderately difficult manipulations such as keyboarding, calculating, etc

**Coordination:** Must be able to continuously perform tasks requiring good hand/eye coordination and steadiness.

**Mobility:** Must be able to sit for prolonged periods of time, occasionally stand, walk, bend, and remain in uncomfortable positions for periods of time i.e., squat or kneel.

**Speech:** Must be able to continuously articulate clearly and precisely and be able to continuously speak clearly and make self understood in person and on the phone

**Emotional Stability:** Must be able to continuously deal effectively with stress created by multiple tasks, noises, interruptions.

**Vision:** Must be able to continuously see objects closely.

**Hearing:** Must be able to continuously hear normal sounds and voice patterns with some background noise.

**Smell:** Must be able to frequently use this sense to identify chemicals, chemical problems, or smoke.

**Concentration:** Must be able to concentrate on moderate details with constant interruptions.

**Attention Span:** Must be able to continuously attend to task/function for more than 60 minutes at a time.

**Conceptualization:** Must be able to frequently understand and use specific ideas generally one or several at a time.

**Memory:** Must remember multiple tasks/assignments given to self and others over long periods of time.

**EMPLOYEE RESPONSIBILITY IN AN EMERGENCY:** Must know, understand, and comply with all emergency procedures and be able to assist with resident evacuation if necessary and all safety, security, infection control and hazardous materials policies and procedures.

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1. This job description is not intended to be all-inclusive. The employee will also perform other reasonably related business duties as assigned by the supervisor or other management.
  2. Management reserves the right to change job responsibilities, duties, and hours as needs prevail. This document is for management communication only and is not intended to imply a written or implied contract of employment.
  3. I have read and understand this job description. I agree to accept the responsibilities and duties as outlined with or without reasonable accommodation.

Employee Signature:

Date:

Supervisor Signature:

Date:

Revised: 9/2019