

 <p>STATE OF INDIANA CLASSIFICATION SPECIFICATION</p>	Class Title: Barber/Beautician		Class Code: 004DC2
	FLSA Status: Non-exempt	Salary Schedule: LTC 2	Effective Date: 9/1/2012
	Summary Incumbent performs personal grooming services for inmates and patients. Incumbent is responsible for the operation and maintenance of an institutional barber/beauty shop providing barber and grooming services to inmates or patients.		

Duties:

- Performs all phases of grooming services such as shampoos, sets, hair cuts and styling, manicures, shaves, facial hair removal, permanents, hair coloring, make-up techniques and scalp treatments according to physicians' orders and mixes a variety of hair treatment solutions;
- Ensures barber/beauty shop and equipment meet all applicable health, sanitation and safety regulations and standards by maintaining orderliness and cleanliness, laundering towels and sterilizing combs, brushes and tools;
- Estimates and orders new and replacement equipment and supplies;
- Maintains a variety of simple records such as appointment books, work reports and inventory records;
- Goes to wards to provide grooming services to immobile patients;
- Escorts patients to and from wards and restrooms;
- Encourages clients to improve their self-confidence by improving their appearance;
- Provides custodial service and provides custodial supervision to staff workers;
- Occasionally attends beauty schools or fashion shows to learn new trends in hair styling and grooming;
- Performs related work as required.

Job Requirements:

- Must be a licensed beauty operator in the State of Indiana or have an Indiana State License for Barbers.
- Knowledge of the rules and regulations of sanitary health laws and cosmetology;
- Knowledge of the operation and maintenance of beauty/barber shop equipment;
- Knowledge of, and skill in, the modern methods of hair, facial, scalp care and barbering practices;
- Ability to read and understand instructions and medical records / orders and to maintain a variety of simple records;
- Ability to supervise staff workers;
- Ability to work tactfully with, and control, children, patients, and inmates with a variety of mental, physical and emotional problems;

Difficulty of Work:

Incumbent stands for long periods of time requiring frequent bending, lifting, reaching and arm strain in the performance of duties and the positioning and restraint of clients. Incumbent must possess manual dexterity sufficient to groom and style hair. Work is usually performed in a clean, well-lit beauty shop or hospital room where substandard lighting ventilation and cooling are sometimes present. Substandard lighting, ventilation and cooling are present in some ward situations. Incumbent is occasionally exposed to hair sprays, fumes from permanents, peroxide and dye solutions. Minor hazards are present during use of cutting tools near sometimes unpredictable mental patients or inmates.

Responsibility:

Incumbent is under general supervision of nursing director or program coordinator. Incumbent provides a wide variety of services in the overall grooming care of individual patients. Incumbent works independently following general instructions and standard procedures of profession and is the final authority on the quality of grooming services. Incumbent also notifies doctors or nurses when scalp irritations occur. Care must be exercised when providing services due to the unpredictability of patient or inmate behavior.

Personal Work Relationships:

Working relationships include daily contact with patients or inmates who receive the incumbent's services and with other staff members to confirm resident's appointments and establish residents' needs.