

**Northwest Colorado Health
The Haven Senior Assisted Living**

Hairdresser

General Statement of Duties:

The Hairdresser is responsible for providing safe, respectful, and resident-centered hair care services to residents of the assisted living facility. Services may include shampooing, haircuts, styling, setting, blow-drying, and other basic salon services within the scope of the individual's active professional license and facility policy. The Hairdresser supports resident dignity, choice, independence, and quality of life while maintaining appropriate sanitation, safety, confidentiality, infection-control, and documentation standards.

Supervision Received:

Works under the supervision of the Director of The Haven or designee.

Supervision Exercised:

None.

Essential Functions:

- The person shall be of good, moral, and responsible character as determined by information obtained through the criminal background check process.
- Provides hair care services to residents in a safe, professional, and compassionate manner, consistent with resident preference, service availability, licensure, and facility policy.
- Provides services in a manner that protects resident dignity, privacy, choice, independence, personal preferences, and confidentiality.
- Schedules and coordinates appointments with residents, families or responsible parties when appropriate, and facility staff to support resident routines and care needs.
- Assesses the resident's ability to safely participate in salon services and communicates concerns to appropriate facility staff before providing services.
- Provides services only within the scope of the Hairdresser's active license, training, and facility-approved salon services.
- Does not provide clinical care, personal care, medication assistance, transfers, or mobility support beyond the employee's training and assigned role. Requests assistance from facility staff when resident support needs exceed the scope of the position.
- Maintains the salon area, tools, equipment, linens, and supplies in a clean, sanitary, and safe condition in accordance with applicable licensing standards, infection-control practices, and Agency policy.
- Follows infection prevention, hand hygiene, bloodborne pathogen, standard precautions, chemical safety, and facility safety procedures.
- Ensures haircare products, chemicals, and sanitation supplies are labeled, stored, and used safely according to manufacturer instructions and facility policy.

- Uses equipment, electrical devices, chemicals, and supplies safely and according to manufacturer instructions and facility policy.
- Monitors residents during services for discomfort, fatigue, skin irritation, changes in condition, injury, or safety concerns, and promptly reports concerns to appropriate facility staff.
- Maintains accurate records of services provided, resident charges if applicable, appointment schedules, supply needs, incidents, and other required documentation.
- Obtains appropriate consent or authorization when required by facility process, resident preference, or payer arrangement.
- Communicates professionally and respectfully with residents, family members, visitors, staff, volunteers, and outside providers.
- Protects resident health information and follows HIPAA, confidentiality, and resident rights expectations.
- Maintains adequate inventory of salon supplies and communicates supply, equipment, repair, or maintenance needs to the supervisor or designee.
- Participates in required orientation, training, competency review, emergency procedures, and facility compliance activities.
- Demonstrates flexibility in meeting resident needs while maintaining professional boundaries and safe work practices.
- Other duties as assigned.

This description of responsibilities is intended to provide only basic guidelines for meeting each essential function. Additional responsibilities may be added, as appropriate.

Education:

High school graduate or equivalent required. Completion of a state-approved barber, cosmetology, hairstylist, or other applicable professional training program required when necessary for licensure and services performed.

Experience:

Prior experience providing hair care services to older adults, individuals with disabilities, or residents in a long-term care, assisted living, healthcare, or senior services setting preferred. CPR and First Aid Certifications required (obtained upon hire).

Requirements:

1. Current, active Colorado professional license in good standing as a cosmetologist, hairstylist, barber, or other license appropriate to the services provided.
2. Must comply with all applicable professional licensing rules, facility policies, infection prevention standards, and resident rights requirements.
3. Must successfully complete required criminal background checks, orientation, and facility training prior to providing services independently.
4. Annual TB testing or other health screening requirements as required by Agency policy, licensing requirements, or applicable assisted living regulations.

5. If car is used for work-related duties, must provide proof of adequate insurance coverage totaling at least \$300,000 and valid Colorado driver's license.
6. Current CPR certification according to agency policy, if required for the position or service arrangement.

Skills:

1. Ability to communicate respectfully and professionally with residents, families, staff, and visitors.
2. Ability to stand, bend, reach, and perform repetitive hand and arm movements during resident appointments.
3. Ability to maintain accurate appointment, service, billing, and supply records as assigned.
4. Professional business language skills, spoken and written, sufficient for resident, family, and staff communication.

Knowledge:

1. Knowledge of cosmetology, hairstyling, barbering, or applicable professional sanitation standards and safe use of haircare tools, products, and chemicals.
2. Knowledge of infection-control practices appropriate for an assisted living setting.
3. Awareness of resident rights, dignity, privacy, and confidentiality expectations.

Abilities:

1. Ability to provide services in a calm, respectful, resident-centered manner.
2. Ability to recognize and report resident safety concerns, changes in condition, injuries, or environmental hazards to the appropriate facility staff.
3. Ability to adapt services for residents with mobility, cognitive, sensory, or physical limitations.
4. Ability to continue training pertinent to the job and maintain required professional standards.

Equipment:

1. Hairdryers, clippers, scissors/shears, combs, brushes, curling irons, flat irons, shampoo bowls/chairs, capes, towels, disinfectants, and other salon-related supplies or equipment.
2. Cleaning and sanitation products, used only as directed on the product label.
3. Computer, tablet, phone, or other electronic systems used for communication, scheduling, documentation, or assigned administrative tasks.

Working Conditions:

1. Work is performed primarily in an assisted living environment and may include a salon area, resident rooms, common areas, or other approved service locations.
2. Work environment may include variable lighting, acoustics, air quality, temperature, odors, interruptions, resident mobility needs, and exposure to cleaning products, hair care products, water, electrical equipment, and other environmental hazards.

3. Position may require standing for extended periods, bending, reaching, lifting or moving light supplies and equipment, and safely positioning tools and equipment around residents using mobility devices.
4. May be exposed to residents with changing physical, cognitive, behavioral, or emotional needs and must respond with patience, professionalism, and appropriate communication with facility staff.
5. Position may require a flexible schedule based on resident needs, facility scheduling, and special events.
6. This position has been classified as Patient-Facing, a position in which the incumbent could reasonably be expected to routinely interact with patients and/or patient family members. Employees in Patient-Facing positions are exposed to healthcare conditions that may require additional training, immunizations, and use of Personal Protective Equipment (PPE).

This description is intended to describe the essential job functions and the essential requirements for the performance of this job. It is not an exhaustive list of all duties, responsibilities and requirements of a person so classified. Other functions may be assigned and management retains the right to add or change the duties at any time.

I, _____ acknowledge that on this date,
(Print Name)

I have received the following job description for my present position.

Signature of Employee: _____

Date: _____