

DUTY STATEMENT
DSH3002 (Rev. 01/2020)



California Department of
State Hospitals

Box reserved for Personnel Section

	RPA #	C&P Analyst Approval	Date	
Employee Name	Division DSH			
Position No / Agency-Unit-Class-Serial 437-360-2091-001	Unit CENTRAL PROGRAM SERVICES			
Class Title BEAUTY SHOP MANAGER	Location COALINGA			
Subject to Conflict of Interest ☐ Yes ☒ No	CBID R15	Work Week Group: 2	Pay Differential	Other
Briefly (1 or 2 sentences) describe the position's organizational setting and major functions: Under the supervision of the Program Assistant, Education, supervises and coordinates the operation of patient beauty shop personal services in a State institution; plans and conducts training programs designed to give basic beauty shop knowledge and skills; supervises and trains assigned patients in the fundamentals of barbering, performs various beauty shop services for patients requiring special attention; records observations of patient behavior; arranges for and supervises the maintenance of beauty shop equipment; establishes and maintains standards of shop sanitation and cleanliness; keeps records and prepares reports; ensure public property is protected and safe. In addition, incumbents will respond to emergency situations trained in Therapeutic Strategies and Interventions.				
% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first; percentage must total 100%. (Use additional sheet if necessary).			
70%	- Personally performs beauty services i.e. haircuts/barbering (priority), shampoo/set(s), dandruff treatment(s), comb out(s), style blow drying, bleach/tint(s) and hair color changes with prior written approval from treatment team, conditioning treatments, curly permanents, coldwave permanent(s), shampoo press and curl, permanents relaxer(s), and hair analysis to patients. - Provides Manicures, Pedicures and the application of make-up to patients. - Supervise patient workers performing various beauty shop personal services to other patients. - Trains individual patient(s) and group(s) regarding personal grooming/hygiene and provides consultation to patients regarding beauty and hair care skills/techniques. - Have discussions with patients receiving personal service to suggest specific beauty treatments to be followed. - Encourages patients to develop interest and pride in personal appearance and good grooming and gains the interest, respect, and cooperation of patients. - Arranges and supervises the maintenance of beauty shop equipment.			

	• Inventories all beauty shop supplies and keeps them organized and securely locked in cabinets/drawers when not in use to ensure the safety of patients, staff, and DSH property from the potential usage of contraband such as scissors, razors, color and perm solutions. • Maintains security of working areas and work materials and inspects the premises and searches patients for contraband.
20%	• Manages shop(s) by maintaining adequate number of towels, cleaning cupboards and surfaces, sweeping up and vacuuming hair cuttings, mopping up spills, and washing mirrors and tables, etc. • Mixes concentrated products for appropriate use. • Cleans and sterilizes all tools and equipment such as combs and brushes, clipper blades etc. on a regular basis (daily and/or after each use). • Cleans up after servicing each patient. • Contacts Housekeeping to schedule deep cleaning that may require moving chairs and heavy equipment. • Requests, receives, stores, and inventories supplies and recommends purchase of equipment.
10%	• Submits work orders for repairs needed in the shop(s). • Prepares monthly operational schedule(s) and distribute to Residential Program Management/Units as well as Enhancement Services. • Completes and submits daily attendance rosters to the Program Assistant, Education. • Applies sound judgment in situations requiring the protection of persons and property. • Provides supervision and training to patient workers on Industrial Therapy assignments. • Observes and communicates symptoms and behavior to the treatment team. • Gives instruction on the use of equipment such as electric and safety razors, hand clippers, combs, and brushes. • Maintains records of training activities. • Participates in department and hospital meetings and activities. • Performs other duties as assigned.
Other Information	Regular and consistent attendance is critical to the successful performance of this position due to the heavy workload and time-sensitive nature of the work. The incumbent routinely works with and is exposed to sensitive and confidential issues and/or materials and is expected to maintain confidentiality at all times. The Department of State Hospitals provides support services to facilities operated within the Department. A required function of this position is to consistently provide exceptional customer service to internal and external customers.

SUPERVISION RECEIVED

Under the supervision of the Program Assistant, Education.

SUPERVISION EXERCISED

May provide supervision to interns, volunteers, and patient workers on Industrial Therapy assignment.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF: Principles, practices, and techniques of barbering and skill in their application; barbershop tools and equipment and skill in their use; antisepsis, sterilization and safety as applied to barbershop operations; training methods; principles of effective supervision.

ABILITY TO: Read and write English at a level required for successful job performance; conduct in-service training programs; plan, organize, and direct the work of others; work effectively with and give instructions to patients and wards; keep inventories and make requisitions; analyze situations accurately and take effective action; keep records and prepare reports.

REQUIRED COMPETENCIES**INFECTION CONTROL**

Applies knowledge of correct methods for controlling the spread of pathogens appropriate to job class and assignment.

SAFETY

Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safe or security hazards.

CPR

Maintains current certification.

AGE SPECIFIC

Provides services commensurate with age of patients / clients being served. Demonstrates knowledge of growth and development of the following age categories:

Young Adult (18-29), Early Adult (30-50), Late Adult (51-79), Geriatric (80+)

THERAPEUTIC STRATEGIC INTERVENTION

Demonstrates correct knowledge of policy and criteria. Applies and demonstrates current methods of TSI.

RESTRAINT/SECLUSION

Demonstrates knowledge of criteria and appropriately uses, applies, and removes restraint and/or seclusion.

CULTURAL AWARENESS

Demonstrates awareness to multicultural issues in the workplace, which enable the employee to work effectively.

SITE SPECIFIC COMPETENCIES: Ability to perform basic mathematic calculation to maintain sufficient inventory of supplies and tools; to provide safe and adequate beauty and barber services; and to maintain safe and clean environment.

TECHNICAL PROFICIENCY (SITE SPECIFIC): Knowledge of commonly used cutting/barbering techniques, tools, equipment and cleaning/sterilization methods.

LICENSE OR CERTIFICATION

Possession of a valid license issued by the State Board of Barber Examiners to practice barbering in California.

TRAINING - Training Category = Specific to Barbershop Manager

The employee is required to keep current with the completion of all required training.

WORKING CONDITIONS

EMPLOYEE IS REQUIRED TO:

- Report to work on time and follow procedures for reporting absences;
- Maintain a professional appearance;
- Appropriately maintain cooperative, professional, and effective interaction with employees, patients, and the public;
- Comply with hospital policies and procedures.

The employee is required to work any shift and schedule in a variety of settings throughout the hospital as determined by the operational needs of the hospital. All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job duties.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the Office of Human Rights).

Employee's Signature

Date

	I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above. _____ Supervisor's Signature _____ Date
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