



POSITION DESCRIPTION: MED SPA NURSE & COSMETIC INJECTOR

Division/Department: General Spa

Reporting Relationship: Spa Management/Owner

Location of Employer: Tampa, Florida

Job Classification: Middle Management

Pay Structure: Commission Split + Bonus

Professional Objective: This position is responsible for performing guest consultations and conducting med spa treatments. A nurse injector must possess excellent communication skills, be able to analyze guests' needs, and be able to customize MedSpa programs and cosmetic treatments according to those needs. In addition, they should be able to make home care recommendations that will help guests achieve their desired results while meeting or exceeding revenue targets. They must be able to discuss pricing, promote customized programs and make referrals to other team members.

Position Description and Responsibilities:

- The Nurse Injector must practice the position in accordance with the department manual
- Ability to analyze and evaluate each guest's individual needs and expectations to recommend the most effective programs
- Ability to customize programs based on client needs
- Use sophisticated analysis equipment to determine skin type, recognize skin conditions, and pinpoint concerns
- Recommend appropriate programs and home care products
- Develop and customize the guest's MedSpa experience
- Take before and after pictures
- Interact professionally with other MedSpa team members to provide the ultimate guest experiences
- Present a warm, gracious, and professional persona to guests and co-workers
- Adhere to high professional standards in dress, grooming, language, and lifestyle
- Practice the highest standard of sanitation, neatness, and visual presentation
- Actively build strong guest relations
- Meet and exceed performance targets
- Chart and document each treatment. Consistently record and update guests' records
- Ensure all consent forms are signed and uploaded to the EMR (electronic medical records) system
- Attend and participate in all general and team meetings
- Attend all in-house training and commit to outside continuing education
- Participate in all aspects of marketing/special event planning and execution Abide by all county, state, and local laws and regulations regarding sanitation, cleanliness, and safety



Position Description and Responsibilities Continued

- Communicate with the guest relations team to reserve all customized programs
- Track performance and efficiency
- Report to MedSpa Director
- Follow all OSHA regulations
- Adhere to HIPAA Regulations

Desired Qualifications

- Motivated professional from the aesthetic and medical industry
- Experienced in injecting and the ability to perform other med spa treatments
- Knowledge of skin, wellness and how to properly analyze conditions based on your menu
- Medical procedures, med spa programs, wellness treatments, and product knowledge
- Special skills: knowledge of cosmetic medical procedures, paramedical terminology, acne therapy, anti-aging, specialty makeup and nutrition education is a plus
- Confident with the ability to make treatment and home care recommendations to every guest
- Computer skills
- Great professional image
- Nursing college degree
- Sales experience, guest relations
- Guest service experience
- Excellent communication skills
- Exceptional organization skills and follow-through
- Effective time management skills

Behavioral Characteristics

- Strong guest relations
- Warm and friendly
- Enjoys team environment and interaction with people
- Flexible and cooperative
- Able to multi-task and improvise on the spur of the moment
- High energy; able to work in a fast-paced with attention to details
- Good sense of humor
- Self-motivated
- Able to work well under pressure
- Seeks out knowledge, enjoys learning, and strives for professional growth
- Operate equipment/machinery, such as skin analysis tools computerized analysis equipment, magnifying lamps, pH measuring tools, professional Polaroid camera equipment, video imaging, computer, lasers, etc.
- Professional work ethic