

Position Description

Cosmetic Assist

Full-time: 30 hours / week

Burlington, Ontario

Reports to: Manager – Cosmetic Providers and Assists

Are you ready for a career in Aesthetic Medicine?

*Are you passionate about skincare and beauty treatments? Do you love helping people? Dermetics in Burlington, Ontario may have just the opportunity you've been looking for. We are seeking a **Cosmetic Assist** to join our Cosmetic team. This role involves assisting our physicians with treatments, patient care and education, and facilitating ongoing treatment plans.*

Dermetics is one of Ontario's largest and most successful dermatology practices. Home to Dr. Channy Muhn and Dr. Nathan Rosen, Dermetics is dedicated to clinical excellence and to helping patients look and feel their best at every age and stage of life. We specialize in cosmetic injectable treatments, laser technology and skincare solutions for patients of all ages and are actively involved in clinical research that supports the advancement of aesthetic medicine.

Why Dermetics is a great place to work:

- Be a part of an amazing team, at the forefront of cosmetic dermatology
- A positive, supportive culture centred around clinical excellence and outstanding patient experience
- First-hand experience with our services and products
- Enjoy summer and Christmas office closures and extra-long weekends
- Fun team building activities
- Beautifully renovated clinic with free parking

Primary Duties:

- Leading patients through their treatment journey by offering an exceptional patient experience
- Assisting physicians with cosmetic procedures
- Educating patients about all services, procedures and physician or clinic credentials
- Maintaining accurate and detailed chart notes and medical records
- Patient photographs including downloading and sorting
- Pre-booking future appointments and encouraging adherence to established treatment plans
- Following up with patients post-procedure, as required
- Communicating effectively with physicians to ensure that appointments run efficiently
- Learning all skin care and being able to speak with patients about at-home-skincare
- Daily preparation and clean holding duties



Expectations:

The Cosmetic Assist will:

- Represent the office in a professional, caring and competent manner
- Set a positive example for team members and colleagues
- Maintain patient confidentiality of both patients and the clinic
- Demonstrate thorough and up-to-date knowledge of services, procedures and policies, and physician or clinic credentials
- Participate in all staff training and cross-training opportunities to gain sufficient knowledge to perform tasks in other functional areas and fill in temporarily if called upon
- Contribute to the growth and improvement of clinic
- Suggest opportunities for improvement
- Be available to work flexible hours as required to support the varying needs of the clinic
- Participate in after-hours or emergency add-on clinics or events when required

Requirements

- This role will appeal to candidates with a background in skincare, beauty or medical aesthetics who are comfortable working in a clinical, procedure focused setting. **No previous experience is required. Training will be provided.**

Eligibility

- Must be legally authorized to work in Canada
- Must have the ability to travel to Dermetics in Burlington with reliable transportation methods

Benefits

- Competitive base salary
- Quarterly bonus opportunity
- Co-pay benefits for permanent team members after 6 months
- Skin care and Injectable treatments
- Discount on skin care products
- Free parking
- Training and Development to support personal professional growth
- Fun and rewarding work environment with amazing culture!

To apply, please submit your resume and cover letter to info@dermetics.ca

We thank all candidates for their interest; however only those selected for an interview will be contacted directly.

Dermetics Cosmetic Dermatology
3305 Harvester Road, unit 8-9
Burlington, ON