



## POSITION DESCRIPTION

<b>Position Title:</b>	Library Coordinator, Noah's Ark Morley
<b>Level :</b>	Level 3 (ILC Enterprise Agreement) From \$53,601 - \$63,645 per annum pro rata 12 month contract
<b>FTE:</b>	0.625 (25 hours per week)
<b>Special Allowances</b>	nil
<b>Business Unit:</b>	Assistive Technologies
<b>Reports to:</b>	Team Leader – Noah's Ark
<b>Reviewed:</b>	20 <sup>th</sup> June 2014

## Organisation's Goals and Vision

Our Aim	Making choices, finding solutions
Our Purpose	To optimise independence and quality of life
Our Mission	To provide independent information on assistive technology and support services to enable informed choices
Our Vision	A community in which participation and inclusion are supported and valued

## Organisation's Overall Objective

The Independent Living Centre is Western Australia's only not-for-profit organisation specialising in information, advice and grants to access assistive technology and equipment enabling people to manage tasks at home, school and work and to pursue recreational activities. In addition the ILC operates as an access point for information and assessment on a wide range of community, support and respite services in the North Metro area and multicultural aged care services across the state.

## Position Objectives

Coordinate the operations of a toy library, including inventory management, maintenance of membership and borrowing databases, deliveries, local membership development, and day to day membership service.

Provide services and information to members regarding toys, books, specialised equipment and resources to assist in the development of children with special needs through play.

## Organisation's Staff Competencies

### Customer Service

Provides a comprehensive personalised service to customers including members, stakeholders, service providers and health professionals.

### Resource Management

Understands and makes best use of the available resources including personnel, systems, policies, procedures, assets, equipment and information & communication technology.

### Team Contributor

Contributes to the overall performance of the team and organisation through communicating and interacting effectively with others.

### Personal Awareness

Is self-aware in terms of strengths and weaknesses; understands how own behaviour and actions impact on others and the business.

### Strategic Visioning (Leadership)

Thinks long term, building a vision for others to follow and inspiring them to do so.

### Team Leadership (Leadership)

Builds effective teams to maximise team performance; drives the implementation and improvement of service delivery objectives.

### People Management & Development (Leadership)

Creates an effective team environment, enabling people to perform at their best and continuously develop; provides feedback and coaching to enhance individual and organisation performance.

## **Key Accountabilities/Duties**

### **Professional**

1. Provide services and information to members regarding strategies, toys, books, specialised equipment and resources to assist in the development of children with special needs through play.
2. Consult with and advise members, and community stakeholders on Noah's Ark and ILC services and resources for people with disabilities
3. Provide presentations and organise membership development displays for a variety of community stakeholders and events

### **Education**

4. Attend relevant education sessions for personal professional development

### **Management/Administration**

5. Coordinate the operations of the local toy library to ensure provision of day to day membership services
6. Ensure accurate data input and administration for all inventory, membership and borrowing databases.
7. Maintain and monitor appropriate statistical and administrative records including inventory, membership, borrowings, deliveries etc.
8. Identify opportunities and developing solutions to continually enhance service offerings to the membership and community stakeholders.
9. Oversee special projects
10. Coordinate and support volunteers within the service

### **Other**

11. Promote the philosophy and objectives of the organisation
12. Implement and adhere to all policy and procedural requirements of the organisation.
13. Undertake other duties as assigned.

<b>SELECTION CRITERIA:</b> (To be addressed in application)	<b>Essential (E)</b>	<b>Desirable (D)</b>
<p><b><u>QUALIFICATIONS</u></b></p> <p>Certificate in Early Childhood, Education or Therapy or Library Assistant.            Relevant work experience can make up for lack of qualifications</p> <p><b><u>KNOWLEDGE, SKILLS AND ABILITIES</u></b></p> <p>High level of demonstrated competency with the utilisation of IT and various software programs including database management</p> <p>Strong organisation skills, with demonstrated abilities to manage multiple priorities</p> <p>Strong interpersonal skills</p> <p>High energy and passion to make a difference</p> <p>Demonstrated creativity and innovation within their work and practices.</p> <p>Experience supervising and supporting workers or volunteers</p> <p>Current National Police Check</p> <p>Current Working With Children Check</p>	<p></p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p></p> <p>E</p> <p>E</p>	<p>D</p> <p></p> <p></p> <p></p> <p></p> <p>D</p> <p></p> <p></p>