



POSITION DESCRIPTION

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| Position Title: | Library Technician, Noah's Ark |
| Level : | Level 3 (ILC Enterprise Agreement) From \$56,865 - \$67,521 per annum pro rata 12 month contract |
| FTE: | 0.67 (25 hours per week) |
| Special Allowances | Nil |
| Business Unit: | Noah's Ark WA |
| Reports to: | Team Leader – Noah's Ark |
| Reviewed: | April 2016 |

Independent Living Centre (ILC) Goals and Vision

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| Our Vision | A community where all people can participate and are included |
| Our Mission | To guide people's choices to access assistive technology and services for independence and wellbeing |
| What We Do | <p>We respect people of all ages and abilities including older people, people with disability, their family, carers, service providers and the community.</p> <p>We support people's independence and wellbeing through information, advice, assessment, referral, funding, hire and respite services.</p> <p>We work with people by listening, guiding and linking them to products and services.</p> <p>We collaborate with organisations to offer the best possible service to our consumers.</p> <p>We strive to continually improve the quality of our services by undertaking research and evaluation.</p> <p>We expand knowledge and skills within the sectors we work by providing specialist training, events and consultancy.</p> |

ILC's Overall Objective

The Independent Living Centre WA (ILC) provides information and advice, assessment, training, funding and hire services that enable Western Australians of all ages and abilities to live more independent and fulfilling lives.

Service areas include assistive technology and equipment, home modifications, Noah's Ark WA, occupational therapy driver assessment, carer respite and support, Home and Community Care regional assessment and grants and equipment funding.

Competencies

Customer Service

Provides a comprehensive personalised service to customers including consumers, suppliers, 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.

Position Overview

Noah's Ark provides essential support services to agencies and parents working with children and young adults with disabilities.

This position coordinates the operations of the library, including circulation and lending services, collection management, membership administration and day to day service and support to members.

Key Accountabilities/Duties

1. Develop and maintain an understanding of library services
2. Participate in circulation and lending services
3. Participate in the acquisition, cataloguing and end-processing of resources for inclusion in the library collection
4. Participate in the maintenance of the collection
5. Improve procedures and train staff in library cataloguing, circulation and lending workflows
6. Operate and administer a Library Management System and related library IT systems.
7. Consult with and advise members and community stakeholders on Noah's Ark and ILC services and resources for people with disabilities.
8. Maintain and monitor appropriate statistical and administrative records including inventory, membership, borrowings, deliveries etc.
9. Identify opportunities and develop solutions to continually enhance service offerings to the membership and community stakeholders.
10. Supervise and support volunteers within the service.
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.

