

POSITION DESCRIPTION

RESOURCE LIBRARIAN ASSISTANT - VOLUNTEER POSITION

1. POSITION IDENTIFICATION

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|--------------------------|---|
| Title | Resource Librarian Assistant - Volunteer Position |
| Functional Area | Resource Facilitation Program/Service |
| Reports to | Resource Facilitator |
| Salary | N/A – Volunteer Position |
| Employment Status | Flexible, Part Time Position |

2. POSITION OBJECTIVE

- Gathers pertinent information and resources per Resource Facilitator request
- Provide Information and Resource supports to individuals
- Reviews and organizes information gathered from various sources

3. COMPETENCIES REQUIRED

The following competencies are required for this position:

Core Knowledge Competencies

Knowledge of:

- Hearing emotionally charged information in a calm and neutral manner, is able to utilize active listening skills
- How to demonstrate confidence and versatility with a wide range of ages, personalities, attitudes and problems
- Maintaining confidential files

Core Skill Competencies

- Demonstrates safe work practices and exercise discrete judgment
- Actively works toward organizational improvement and professional growth
- Excellent verbal and written communication, facilitation, and oral presentation skills
- Focuses on understanding and meeting customer needs
- Outstanding critical reasoning and thinking skills and problem solving skills
- Customer service, negotiation, research, and problem identification
- Planning, scheduling, implementation, and monitoring
- Analysis, evaluation, prioritization, and organization
- Creative, innovative, and resource utilization
- Follow through and follow-up and creative time management

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Core Abilities

Ability to:

- Hear emotionally charged information in a calm and neutral manner; be able to use strong listening skills
- Follow through on team decisions
- Manage stress to ensure professionalism
- Maintain self-initiative, reliability, and resolve problems in a timely manner
- Sensitivity to working with culturally diverse populations

4. QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations will be made to enable individuals with disabilities to perform essential job functions.

Minimum Education And/Or Experience (Preferred)

- High School Diploma or GED
- Understanding of disability issues
- Excellent communication skills necessary both written and verbal
- Strong computer skills required
- Ability to work independently
- Ability to drive and travel independently or have reliable transportation

Additional Requirements

While performing these duties the employee is required to perform the following tasks when the need arises

- Lift and/or move up to 25 pounds
- Use hands to handle, and/or feel objects, tools, and controls
- Stand, walk, sit, climb stairs, balance, stoop, kneel, crouch and crawl
- Talk and hear
- Specific vision abilities include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus
- Drive a car
- Must not be affected by short term memory problems (without the use of effective memory strategies)
- May have unsupervised contact with children.
- Must be able to provide own transportation

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5. RESPONSIBILITIES AND DUTIES

- Create and maintain a detailed master library database
- Enters cross-reference information in the master library database
- Compare the online Brain Injury Resource Directory (BIRD) and notify the Executive Director of updates
- File “Resources” according to category
- Create a manual detailing the process used to maintain the library and its’ database
- Track Resource Materials taken from the main library (Who, What, Where, When)
- Maintain the library in a clean and tidy manner
- Greet and direct visitors accordingly
- Other duties as requested by Resource Facilitation
- Assist with the organization and coordination of Resource items
- Expand referral resources
- Maintain confidentiality and standards of ethical practice
- Records cross reference information in the main library cross-reference database
- Provide the webmaster with a report from the cross reference database for inclusion in the online Resource Directory
- File Resources according to category
- Gathers pertinent information and resources per Resource Facilitator request
- Provide Information and Resource supports to individuals
- Reviews and organizes information gathered from various sources