

Job Description

Senior & Homebound Services Coordinator

Name:		Department:	Community Engagement & Programming
Pay Grade:	G	FLSA Code:	Non-exempt
Reports To:	Head of Community Engagement & Programming	Typical Schedule:	Varies
Last Updated By:	Donna Dunn	Date:	7/13/2017

Job Summary

The Senior & Homebound Services Coordinator is responsible for the coordination of library services to district residents who are physically unable to use the facility, primarily consisting of nursing home residents, assisted care residents, and homebound patrons.

This position does not have any supervisory responsibilities, but may coordinate work for Library Associates and oversee volunteers.

Essential Functions & Responsibilities

Primary

- Makes visits to nursing and assisted care homes, as well as homebound patrons
- Consults with activity/social services staff members for referrals of residents
- Conducts initial interviews with residents to determine reading interests
- Registers residents for library cards
- Selects and prepares materials for delivery
- Checks out, and places reserves on library items
- Selects and delivers deposit collection items to nursing care and community facilities
- Facilitates library programs for nursing and assisted care homes
- Makes programming and material purchase recommendations for seniors and homebound services
- Maintains statistics of senior and homebound services
- Trains and schedules senior and homebound services staff and volunteers

- Assists with the evaluation of senior and homebound services procedures and services
- Institutes changes in procedures, as appropriate
- Assists with budget preparations, as requested
- Safely operates the library vehicle
- Attends scheduled meetings and training, as required
- Maintains awareness of overall library functions, projects, and goals
- Represents the library in a positive fashion at all times

Secondary

- Serves as a liaison to Sedgebrook Library Committee, Low Vision Fair Committee, and other appropriate committees and organizations
- Participates in professional development and continuing education, as appropriate
- Keeps current on trends and issues in library practices and philosophy
- Understands and demonstrates the Standards of Public Service
- Performs other duties, as assigned

Education Requirements

The minimum level of formal education required to perform this job is checked.

- | | |
|---|---|
| <input type="checkbox"/> Some high school | <input checked="" type="checkbox"/> Bachelor's Degree |
| <input type="checkbox"/> High school diploma or GED | <input type="checkbox"/> Master's Degree/MLIS |
| <input type="checkbox"/> Associate's Degree | <input type="checkbox"/> Other: |

Training, Skills, Knowledge, and/or Experience

Required

- Minimum of one (1) year of customer service experience and two (2) years of successful library experience
- Previous successful experience providing outreach services to senior citizens and/or the homebound
- Valid driver's license with good driving history
- Excellent written and verbal communication skills
- Working knowledge of technology to include: Microsoft Windows and Office applications, Google Suite applications, and the internet
- Ability to adapt to evolving technology

- Ability to exercise initiative in problem-solving and referring questionable situations to the supervisor
- Ability to complete detailed work accurately, efficiently, and on time, with minimal supervision
- Ability to plan, organize, and prioritize work assignments
- Ability to work independently or as part of a team
- Service-oriented attitude with the ability to establish and maintain effective relationships with staff and the public in order to achieve the goals and objectives of the library

Preferred

- Successful employment experience in a public library

Physical Requirements

	Constantly ($\frac{2}{3}$ or more of the time)	Frequently ($\frac{1}{3}$ - $\frac{2}{3}$ of the time)	Occasionally ($\frac{1}{3}$ or less of the time)
Sitting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Standing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Walking	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Bending/stretching	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Stooping/kneeling	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Pushing/pulling	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Reaching overhead (up to 75" high)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Lifting/carrying/moving (up to 50 pounds)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Reading/analyzing/interpreting data	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Viewing/working at a computer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Moving wheeled carts (100 lbs.) within or between buildings in all weather conditions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>



Scheduling

This position may require working during any of the hours that the Library is open, including evenings and weekends. Although a regular weekly schedule is established, the needs of the Library may require schedule changes and flexibility.

Equal Employment Opportunity

The library does not discriminate on the basis of race, color, gender, religion, sexual orientation, gender identity, national origin, ancestry, citizenship, age, disability, veteran status, marital status, pregnancy, arrest record, protected order status, genetic information, or other non-job related criteria in any term, condition, or privilege of employment.

Acknowledgement

I have read and understand the functions and requirements of this position. I understand that this does not limit the assignment of additional duties for this position, and that the job functions may change as needs evolve.

Employee Signature

Date

