



Librarian Assistant, Quality, Strategy and Innovation: Library Services - 1 position	Posting #: 49954
Quality, Strategy and Innovation: Library Services	Posting Date: February 09, 2023
Southwest Centre for Forensic Mental Health Care - St. Thomas, ON	Submission Deadline: February 22, 2023
Temporary Full Time	Jennifer Pasichnyk, Human Resources
Non-Union	

REPOSTED

Temporary Full Time until approximately February 29, 2024 subject to the availability of work

Reporting to the Librarian, the Library Assistant supports the daily functioning of the Staff and Patient Library at the Southwest Centre for Forensic Mental Healthcare. The Library Assistant ensures easy patron access to collections, which include books, journals, and electronic catalogues and databases. The Library Assistant processes patrons' materials requests (including interlibrary loans), coaches patrons in locating needed information and collaborates with the Librarian to provide excellent library services and build the library collection. The Library Assistant works with staff, patients and volunteers within the library setting.

Essential Qualifications

- Completion of post secondary diploma in an Administrative or Social Science field
- Minimum one year work experience in a medical library
- Knowledge of a Safety Culture in a Health Care Setting in compliance with the OHSA
- Excellent customer service and interpersonal skills
- Computer skills including proficiency with the Internet, Microsoft office products
- Demonstrated skill in bibliographic searching of library resources
- Demonstrated data entry skills for cataloguing and statistical purposes
- Experience working with InMagic DB/Textworks software
- Excellent organizational skills
- Demonstrated ability to work independently
- Demonstrated ability to work well as a team member
- Experience working with Volunteers

Preferred Qualifications

- Proficiency in French would be an asset.
- Experience in use of DOCLINE or other interlibrary loan system
- Library Technician Diploma
- Experience working with InMagic Genie software

Teaching and Research

- St. Joseph's Health Care London through its affiliation with Western University and Fanshawe College is a leading research and teaching hospital. As an employee of St. Joseph's, you will be expected to engage in role related teaching and research activities in addition to any of your clinical duties

Immunization Requirements

- Provide documentation you have received two doses of the Covid-19 vaccine and a written commitment to follow any
- future Public Health recommendations and St. Joseph's Health Care London policies and processes related to Covid
- management in the workplace.
- Provide vaccination records or proof of immunity against measles, mumps, rubella and varicella (chicken pox)
- Provide documentation of the Tuberculosis skin testing

Your interest in this opportunity is appreciated. Only those under consideration will be contacted.