



## **Bullitt County Public Library Homebound Services Librarian**

**Department:** Outreach and Programming  
**Reports to:** Outreach and Programming Supervisor

### **NATURE OF WORK**

This position assists the library in providing access to library materials and services to potentially underserved populations in the community. In particular, the Homebound Services Librarian delivers materials to patrons who are unable to visit a library branch on their own. This position requires a flexible, enthusiastic, and reliable individual who is comfortable working with a wide variety of age groups, cultures, ability levels, and reading preferences. In addition to effective interpersonal skills, this position requires the ability to operate a library delivery vehicle, and to load and unload library materials at each scheduled stop on a delivery route. The Homebound Services Librarian also promotes the library system to the community in a positive manner and conducts outreach activities throughout the community.

### **ESSENTIAL POSITION FUNCTIONS**

- Assists homebound patrons in locating information and materials in the library's collection
- Formulates goals, plans, and procedures for promoting homebound library services
- Selects books and materials for homebound patrons
- Delivers community outreach services at community partner locations including schools, senior citizens facilities, nursing homes, and businesses; conducts off-site library card registration; provides library materials to homebound patrons
- Assists in maintaining the library's equipment and vehicles; performs minor maintenance as required
- Monitors the budget assigned to the project
- Makes presentations or speaks to community groups
- Provides instructions on the use of library resources, including digital materials
- Maintains records/statistics and prepares reports as directed
- Publicizes homebound services through programs and literature
- Reacts ethically and responsibly to unexpected situations in a patron's home
- Communicates with patrons and co-workers effectively; conducts problem solving to remove barriers to access to library materials and services
- Maintains a reliable schedule for patron visits
- Develops skill sets in response to specific patron needs, including cultural, language and/or technology literacies
- Performs other duties as assigned



## **JOB REQUIREMENTS**

- Valid driver's license, proof of insurance, and a safe driving record
- Ability to work at all library locations, as well as the ability to travel to non-library sites within the county
- High school diploma or GED required; some preference may be given to those willing to work toward a college degree or Masters in Library Science
- Must be able to obtain the appropriate certification level through the Kentucky Department of Libraries and Archives

## **SKILLS AND CHARACTERISTICS**

- Knowledge of the library's collection, both physical and digital
- Ability to use technology to provide access to the library's collection and services
- Knowledge of and empathy for the special needs of aging and homebound patrons
- Ability to investigate the needs of underserved populations in the community
- Ability to establish and maintain working relationships with coworkers, community organizations, and the general public
- Ability to adhere to safety policies, procedures, and guidelines
- Ability to interpret and explain library policies, objectives, and resources to library staff and the public
- Ability to plan, organize, perform, and evaluate work assignments with caring and sound judgment, independently or with minimal supervision

## **PHYSICAL DEMANDS**

- Ability to stand, walk, or sit from 26 to 50% of the time, and to climb, bend, reach, stoop, squat, kneel, crouch, push and pull for up to 25% of the time
- Ability to lift objects up to 25 pounds, and push book trucks up to 50 pounds

## **WORK ENVIRONMENT**

- Required to work indoors and outdoors in cold and heat
- Required to enter patrons' homes, with possible exposure to allergens
- Indoors, exposure to dust and mold

## **WORK DEVICES**

- Library delivery vehicle
- Computers, including mobile devices
- Telephone system
- Various equipment used in providing outreach activities

**Bullitt County Public Library is an AA, EEO and ADA employer**