

Library Assistant - 6 months contract

The Mental Health Law Centre (WA) Inc. (the Centre) is an independent non-government not for profit community legal centre specialising in mental health law and is need of a Library Assistant.

You will support the Librarian to establish, manage and operate a Library system for the Centre. This project is funded by Lotterywest. The contract is full time for 6 months. This position attracts generous salary packaging options with an FTE salary of \$43,000 per annum. Employee Assistance Program for employees and immediate family members is available.

To be successful in this position, you will have completed a Higher School Certificate or equivalent and be able to demonstrate accuracy in data entry. You will have high level interpersonal skills with excellent customer service, an ability to display initiative in the role and be adaptable to change.

This position will be require:

- Accurate data entry skills;
- Time and task management skills to a high standard;
- Ability to work independently as well as collaboratively in a range of workplace settings to achieve common goals;
- Ability to use an automated library system;
- Apply PC skills relevant to performing the position's duties, especially Microsoft Office applications;
- Careful observance of confidentiality of the Centre's legal practice.
- Perform other related duties.

Applications close Friday 01 February 2013.

Sandra Boulter
Principal Solicitor and General Manager

Mental Health Law Centre (WA) Inc.

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