



## Job Description – Staff

Position	HIPPY Home Tutor
Description	Provide support and guidance to parents in their home to support the transition to school of their child, in line with the HIPPY program.
Reports To	Community Connector – HIPPY program

### 1. Position Specific Responsibilities:

- 1.1 Attend and participate fully in the weekly training session set by the HIPPY Community Connector
- 1.2 Organise and attend home visits for assigned families (a minimum of one visit per fortnight during school term)
- 1.3 Role play HIPPY activities during home visits and group meetings to ensure parents are familiar with how to do the activities and are confident to complete the activities with their own child
- 1.4 Support parents to provide regular feedback regarding their participation in all aspects of the program including home visits and parent groups
- 1.5 Develop relationships with families that will support the development of their skills and confidence
- 1.6 Select a sample of the child's work each week.
- 1.7 Assist the Community Connector in planning and delivering parent groups as required
- 1.8 Participate in weekly supervision with the Community Connector
- 1.9 Refer families to the Community Connector if they need additional assistance
- 1.10 Maintain accurate written records of their work with the families
- 1.11 Assist in the office and other duties as requested by the Community Connector
- 1.12 Resource and support parents with information as required (where possible) and refer families to the Community Connector where additional support is required
- 1.13 Communicate and act in ways that are consistent with the core values of support, empathy, equality and respect.
- 1.14 Prepare weekly materials and equipment in readiness for home visits and group meetings



## 2. Organisational Responsibilities:

- 2.1 Communicate and act in ways that are consistent with Uniting Care Children, Young People and Families (Service Group) Core Values of **Integrity, Respect, Hope and Courage.**
- 2.2 Communicate and act in ways that reflect the Service Group's commitment to strengths-based practice.
- 2.3 Contribute positively to the operations of the Service Group and the realisation of our Strategic Plan and policies.
- 2.4 Display a commitment to applying work procedures and practices in line with the Diversity Policy.
- 2.5 Read, sign and abide by the Service Group Code of Conduct.
- 2.6 Develop a thorough knowledge of the Service Group Strategic Plan.
- 2.7 Develop a thorough knowledge of your program specific and Service Group agency-wide policies and practices.
- 2.8 After consultation, be willing to undertake additional duties, transfer to another equivalent position or assume higher duties when required.
- 2.9 Take reasonable care for the Health and Safety of people at the workplace by cooperating and complying with the Occupational Health and Safety Act 2000 and reporting incidents and injuries immediately.
- 2.10 Accurately complete your timesheet daily and submit to your supervisor fortnightly along with relevant authorised leave forms and medical certificates.



### **3. Professional Responsibilities:**

- 3.1 Contribute positively to the development of your program's Operational Plan and the realisation of the program's goals.
- 3.2 Under direction liaise with service providers, community groups, other Service Group programs and Government Departments in relation to your service users and your position.
- 3.3 Work as a member of a team and provide positive support to other team members.
- 3.4 Actively and constructively participate in regular team meetings, planning and staff development opportunities.
- 3.5 Engage in professional development and set and fulfil development goals.
- 3.6 Participate in all required training for your position as outlined in the Staff Learning and Development Framework and other training as required.
- 3.7 Use the Service Group Library and other resources to remain knowledgeable about practice and other developments relevant to your position.
- 3.8 Agree with your supervisor the frequency of regular supervision for your position and actively participate in this supervision.
- 3.9 Actively participate in your annual performance review within 2 months of its due date.

# Uniting

## Selection Criteria

### Essential Criteria:

1. *The Home Tutor will be a parent or carer enrolled in the HIPPY program with their own child or a child they will have regular contact with over the 2 years of the program*
2. *Interest and enthusiasm in supporting other families*
3. *Current drivers licence and willingness to use own or private vehicle (preferably with comprehensive insurance) for work related travel if required.*
4. *Willingness to undergo training*
5. *Ability to relate to people from a range of cultural and language backgrounds from within the Taree/Forster Community*
6. *Ability to work independently and as part of a team*
7. *Good organisational skills*
8. *Basic literacy in English including reading and writing*

### Desirable Criteria

1. *Understanding of child protection issues; issues facing vulnerable families; principles of early intervention and the importance of children's early years on later outcomes; and of children's developmental stages and practical parenting skills.*
2. *Active member of the local Taree/Forster community*
3. *ATSI cultural background*

Approved by:

(Name)  
**Director**

Date: