



# POSITION DESCRIPTION

<b>POSITION TITLE</b>	HIPPY Home Tutor
<b>DIVISION</b>	Children Youth and Inclusion
<b>DEPARTMENT</b>	Early Years, Children and Families
<b>REPORTS TO</b>	HIPPY Coordinator

## ORGANISATIONAL PURPOSE

Our vision at the Brotherhood of St. Laurence (BSL) is for an Australia free of poverty. We pursue lasting change for a fairer and more compassionate Australia.

Our organisation employs over 1,500 staff and is supported by 1,000 volunteers. We partner with governments, business and other organisations to address poverty across the nation.

Our work is varied. We deliver services to build capability and confidence across the life course, from the early years, youth and employment to services for people with disability and for older people in Australia. Our Op Shops and social enterprises are well known. So too are our programs that support digital literacy, energy efficiency and financial wellbeing. We research the causes and effects of poverty and connect policy, practice and research to advocate national, state and local policy solutions for people experiencing disadvantage.

The BSL values diversity and inclusion with regards to its staff and the communities we serve. Our staff and volunteers come from diverse backgrounds, and we aim to create an inclusive working environment. BSL is committed to child, young people and vulnerable adult safety. We want all vulnerable people to be supported, respected, safe, happy and empowered. We are committed to the safety, participation, and empowerment of all our program participants.

## DEPARTMENT PURPOSE

**Children, Youth and Inclusion** is a diverse service delivery Division in BSL. Children, Youth and Inclusion is typically made up of small to medium size operational activities aimed at providing services to children, families, young people and adults. Children, Youth and Inclusion is required to operate in a flexible and agile way to lead change and influence systems. Children, Youth and Inclusion responds the external political and service sector environment and offers new practice, service design and policy solutions to influence lasting change. All programs in the division must have a systemic change ambition beyond the service delivery.

Early Years, Children and Families sits within Children, Youth and Inclusion with a specific focus on early years programs, parenting supports, integrated approaches to working with vulnerable communities, and evidence-based group program delivery.

## **Home Interaction Program for Parents and Youngsters (HIPPY)**

The HIPPY program at the BSL is provided in Dallas/Broadmeadows, Fitzroy, North Melbourne and Frankston North. The HIPPY program is one of the ways BSL is working to tackle childhood disadvantage by supporting the central role of parents in teaching their children. The HIPPY initiative has already proved to be most successful in working with families and children aged between 4 and 5 to build a strong foundation for school success.

HIPPY is a free early childhood enrichment and parenting program that works with parents/carers of young children. Families begin in the program two years before the child commences formal schooling.

Through regular home visits and group activities over a period of 2 years parents/carers are provided with the materials, skills and confidence to enable them to better help their children prepare for a successful school life. A trained HIPPY Tutor meets with the family to practice HIPPY activities. Families spend 10 to 15 minutes a day doing play-based activities with their children.

The program aims to:

- Foster a love of learning in children, promoting cognitive and social development and enhancing school readiness;
- Increase parental skills and confidence as the child's first teacher;
- Increase participation in kindergarten, school and community life;
- Facilitate community development through developing local leadership capacity in communities where HIPPY has been implemented.

### **POSITION PURPOSE**

HIPPY Home Tutors are parents or carers involved in HIPPY with their child, either currently or in the past 12 months. HIPPY Tutors are employed for 2 years to provide peer support and deliver the HIPPY program activities to approximately 10-15 families in a positive and engaging way, during Home Visits and HIPPY Gatherings.

Through regular visits, parents are given relevant materials, to support them to do fun and engaging activities with their child at home that will increase their child's skills and confidence and to prepare for a successful school life.

### **KEY RESPONSIBILITIES AND DUTIES**

- Attend BSL induction and initial HIPPY preservice training (up to 5 days) on commencement of employment, and other training as required.
- Complete all BSL Mandatory training in a timely manner.
- Network with families with young children (2-4 years old) and other community members to encourage enrolments and retention and to promote positive awareness of the HIPPY program.
- Develop and maintain a positive relationship with families to support the development of new skills and confidence in the parent.
- Attend regular tutor training to role play that week's material and review resources before each home visit.
- Prepare materials and resources in readiness for Home Visits and HIPPY Gatherings

- Organise and attend Home Visits to role-play HIPPY activities to assigned families (usually one visit per fortnight for each family, during school terms).
- Role-play the HIPPY curriculum and materials with parents during weekly/fortnightly Home Visits to ensure they are familiar with activities and are confident completing them with their children
- Work as part of a team to support a safe and positive play-based learning environment for children and their parent/carers during regular Gatherings.
- Complete Home Visit and/or family engagement forms immediately after each home visit and provide to Coordinator weekly.
- Maintain administration and record keeping of children's participation in HIPPY and monitor and record family participation as agreed with the Coordinator.
- Support and encourage parents to maximize their participation in the HIPPY program including attendance at HIPPY Gatherings.
- Assist the coordinator with planning and delivery of regular HIPPY Gatherings and other special events).
- Where appropriate and agreed with the Coordinator, provide support to Program Participants including linkage with local services and information
- Refer HIPPY families to the HIPPY Coordinator if they need additional support or assistance.
- Arrange and participate in supervised Home Visits with the Coordinator (at least once each school term).
- Attend all training, workshops delivered by the Coordinator or organised by the HIPPY Provider or HIPPY Australia.
- Participate in the HIPPY Pathways to Possibilities (P2P) program, including setting individual goals for professional development and undertaking relevant training.
- Participate in regular supervision meetings with the Coordinator to report on the progress of the HIPPY families assigned, discuss any concerns and engage in reflective practice.
- Work collaboratively within teams to achieve common goals.
- Demonstrate a commitment to BSL's quality framework and culture by participating in and promoting quality actions through continual improvement activities.
- In collaboration with Coordinator, set goals and objectives to ensure outcomes are met.
- Model BSL's values and adhere to the Code of Conduct in everyday work practices.
- Maintain a safe work environment and ensure steps are taken to prevent unsafe work practices in accordance with BSL policies and procedures.
- This position will require direct/indirect contact with children and/or vulnerable individuals
- Assist in the HIPPY office and other duties as required by the Coordinator.

## **KEY SELECTION CRITERIA**

### **Essential**

- Be a participating parent in the HIPPY Program or have recently (within 12 months of his/her appointment as a Tutor) been a participating parent in the HIPPY program.
- Be comfortable visiting homes in the community and to teach parents through role play.
- Comply with risk management procedures and all BSL policies and procedures.
- Willing to work within the HIPPY program for a maximum of 2 years.

- Interest and enthusiasm in supporting other families with the ability to utilise a positive and encouraging approach, and to work flexibly.
- Identify with the local community and have a commitment to working in the community.
- Well-developed interpersonal and communication skills with the ability to build effective relationships and liaise across all levels both internally, externally and with people from diverse backgrounds.
- Ability to identify problems and participate in effectively resolving these, as required.
- Good organisational and time management skills with the ability to plan workload, prioritise and meet deadlines.
- Have good oral expression and a good level of literacy in English, including reading and writing, that will support delivery of the program.
- A commitment to maintaining and supporting child safety, equity, inclusion and cultural safety.
- Understanding of and empathy with the values and ideals of the Brotherhood.
- Second language shared by families in the HIPPY program e.g. Arabic, Somali, Vietnamese, Oromo, Urdu

### **Desirable**

- Good level of digital literacy skills
- Qualification in Community Services or other relevant field
- Current Victorian Driver's License and access to a reliable car

### **MANDATORY EMPLOYMENT CRITERIA**

- Proof of eligibility to work in Australia is required
- A satisfactory Police Check is required. BSL will support successful candidates in this process.
- A working with Children Check is required for this position. BSL will support successful candidates in this process.
- Due to closure of the Program during School vacation periods, there is a requirement to access Annual Leave, Purchased Leave or take Leave Without Pay during School vacation periods.

The description of the position is a guide to the duties of the professional activities needed to undertake the position successfully. A review of the position description may occur and may be amended from time to time.