

POSITION DESCRIPTION – TEAM MEMBER

Position Title	HIPPY Tutor Mowanjum/Derby	Department	Community Services
Location	Mowanjum/Derby	Direct/Indirect Reports	Nil
Reports to	HIPPY Coordinator	Date Revised	August 2018
Industrial Instrument	WA Enterprise Agreement		
Job Grade	Job Grade 3		

■ Position Summary

HIPPY (Home Interaction Program for Parents and Youngster) is a free, two-year, home-based early childhood learning program that empowers parents and carers to be their child's first teacher.

Families that live in a HIPPY catchment area start HIPPY the year before school and continue during their first year of school. In the first year of HIPPY, families learn skills to get their children ready for school. In the second year, parents learn more about supporting their children's learning and development at school and at home. Families spend 10 to 15 minutes a day doing education activities with their children. A trained HIPPY Tutor meets with the family to practice HIPPY Activities.

HIPPY Tutors are parents or carers involved in HIPPY, either currently or in the past 12 months. HIPPY Tutors are employed by the HIPPY Provider for two years to provide peer support and deliver HIPPY to families through practicing activities with them using Role Play. Every local HIPPY Program is coordinated and supervised by a HIPPY Coordinator who trains and supervises a team of Home Tutors who visit parents in their home as set out in the HIPPY Manual.

■ Position Responsibilities

Key Responsibilities

- Meet with between 10 and 15 HIPPY families on a weekly basis to Role Play and deliver HIPPY materials in the home or a Group Meeting.
- Refer HIPPY families to the HIPPY Coordinator if they need additional support or assistance
- Meet with between 10 and 15 HIPPY families on a weekly basis to Role Play and deliver HIPPY materials in the home or a Group Meeting
- Assist with the organisation and facilitation of parent Group Meetings
- Meet with the Coordinator on a weekly basis for the purpose of role playing the next week's material; reporting on the progress of the HIPPY families assigned; and discussing any problems that arose during the previous week
- Participate in weekly training and regular staff development.
- Assist in the HIPPY office and other duties as requested by the Coordinator

■ Position Selection Criteria

Technical Competencies

Essential

- Be a parent participating in the HIPPY Program or a parent who participated in the HIPPY Program within 12 months of his or her appointment as a Tutor
- Willing to work within the HIPPY program for a maximum of two years
- Have communication skills that will support program delivery
- Identify with the local community and have a commitment to working in the community
- Be comfortable visiting homes in the community

Desirable

- Proven well developed organisational and time management skills
- Basic proficiency in MS Office or similar software

Qualifications/Licenses

Essential

- A Working with Children check is a mandatory requirement for this role
- Current drivers licence
- A standard Police Check will be performed. The Police Check Policy is designed to increase the assurance of quality care provided to HIPPY families.

Behavioural Capabilities

- **Personal effectiveness | Being culturally competent |** Demonstrated understanding and appreciation of cultural differences and diversity in the workplace. Always displaying respect and courtesy to others and acknowledges cultural heritages and varying perspectives of team members.
- **Team effectiveness | Collaborating |** Demonstrated capability to work with others to reach common goals, sharing information, supporting and building positive and constructive relationships.
- **Organisational effectiveness | Focussing on clients |** Proven track record in providing high quality service to internal and external clients and stakeholders. Actively seek and respond to client feedback in a constructive manner.
- **Organisational effectiveness | Innovating and improving |** Demonstrated ability to identify and raise issues regarding ineffective work processes and take initiative to make improvements.
- **Organisational effectiveness | Managing risk |** Demonstrated ability to work within guidelines, policies and procedures. Awareness of risks involved in an individual's role and works toward minimising their impact.

■ General Conditions

All Red Cross staff and volunteers are required to:

- Adhere to the 7 fundamental principles of Red Cross:
Humanity | Impartiality | Neutrality | Independence | Voluntary Service | Unity | Universality
- Act at all times in accordance with the Australian Red Cross Ethical Framework and Child Protection Code of Conduct

- Demonstrate skill, knowledge and behaviour to work with Aboriginal and Torres Strait Islander people in a culturally respectful way
- Comply with the Work Health and Safety management system
- Undertake a police check prior to commencement and every 3 years thereafter. Police check renewals may be required earlier than 3 years in order to comply with specific contractual or legislative requirements
- Support a child safe organisation by undertaking screening for suitability to work with children, youth and vulnerable people and to comply with relevant state/territory legislative requirements
- Assist the organisation on occasion, in times of national, state or local emergencies or major disasters