

HIPPY TUTOR POSITION DESCRIPTION

HIPPY

GIPPSLAND

At Anglicare Victoria our focus is on transforming the futures of children, young people, families and adults. Our work is based on three guiding pillars: Prevent, Protect and Empower.

We strive to create an environment where employees feel valued and rewarded.

By living the Anglicare Victoria values and actively fostering fairness, equality, diversity and inclusion, our people make Anglicare Victoria a truly great place to work.

So come and join us at Anglicare Victoria where there is a rewarding career ready for you in a dedicated, professional team where respecting each other; leading with purpose; working together; and creating a positive difference are valued, and learning and creativity are encouraged.



Position details

Position	HIPPY Tutor
Program	HIPPY
Hours	Part Time
Hours per week	15 Hours per week
Duration	Fixed Term
Fixed term end date	Dec 2020
Location	Morwell
Reporting Relationship	This position reports directly to HIPPY Coordinator
Effective date	May 2019

Overview of program

The Home Interaction Program for Parents and Youngsters (HIPPY) is a two-year home-based parenting and early childhood education enrichment program that empowers parents and carers to be their child's first teacher. The program builds the confidence and skills of parents and carers to create a positive learning environment to prepare their child for school.

Over two years (the year before starting school and the first year of school), HIPPY families work through weekly or fortnightly packs of play-based, educational activities. They are encouraged to ask questions and try new things, developing their confidence and passion for learning, which enables school-readiness.

The HIPPY approach is based on evidence that children's earliest and most powerful learning comes from their family. This evidence shows that encouraging literacy and numeracy in early childhood sets children up for success in learning throughout their lives

Position Objectives

1.	Work closely with families with children aged 4 – 5 to deliver the HIPPY curriculum of play-based, educational activities each week or fortnight.
2.	Assist families to build their confidence and skills in supporting their child's educational development in preparation for school.
3.	Support families to develop a home environment that encourages the development of a love for learning, literacy and numeracy skills
4.	Prepare materials for each activity and other program documentation.
5.	Opportunity to undertake additional training and be supported to upskill in the workforce

Key responsibilities

The key responsibilities are as follows but are not limited to:


1.	Weekly/fortnightly HIPPY Program delivery to families in the home or at Group Meetings through role playing the HIPPY Curriculum and HIPPY Materials.
2.	Complete administrative tasks associated with the program delivery, program data collection and Anglicare Victoria requirements.
3.	Assist the Coordinator to plan and deliver Group Meetings.
4.	Attend all training, workshops and supervision delivered by the Coordinator, organised by Anglicare Victoria or HIPPY Australia.
5.	Where appropriate and agreed with the Coordinator provide support to Program Participants including linkage with local services.
6.	Participate in Pathways to Possibility training in support of professional development

Key Selection Criteria

The Key Selection Criteria are based on role specific requirements **and** the Anglicare Victoria Capability Framework. Applicants are required to provide a written response to **both** a) and b).

a) Role specific requirements

Applicants are required to provide a written response to the role specific requirements. Each of the role specific criteria are to be addressed individually (no more than 2 pages in total).

 <p>Role Specific</p>	1. Have knowledge of the HIPPY program. Be a parent participating in the HIPPY Program or a parent that participated in the HIPPY Program previously, or have knowledge of the HIPPY program.
	2. Identify with the local population and have a commitment to working in the community.
	3. Have basic computer, communication and literacy skills.
	4. Ability to work independently and as part of a team and be comfortable visiting homes in the community
	5. Have good organisation skills and potential to teach parents through role play.

Key Selection Criteria (continued)

b) Anglicare Victoria Capability Framework

Applicants are required to provide a written response to the Anglicare Victoria Capability Framework. Applicants are to describe how they demonstrate the characteristics in each of the two nominated capability groups; **Personal Qualities** and **Relationship and Outcomes** (no more than 1 page in total).

The Anglicare Victoria Capability Framework describes the capabilities required to meet the expectations of clients, colleagues and communities in today's changing environment.

These capabilities work together to provide an understanding of the knowledge, skills and abilities required of all employees.

Personal Qualities



Displays Resilience

Thrives in a changing environment. Handles ambiguity.

Maintains a positive attitude and continues to deliver exceptional results in the face of challenging situations.

Has a learning mindset

Shows drive and motivation and a commitment to learning. Strives for continual improvement by looking for ways to challenge and develop.

Brings an innovative approach, fresh thinking and curiosity to develop practical solutions.

Shows cultural awareness

Respects difference in all its forms.

Values diversity as a strength and positively utilises diversity.

Relationships and Outcomes



Puts clients first

Acts to make a real difference in their work.

Is passionate about providing exceptional service to clients, customers and end-users.

Works collaboratively

Collaborates with others and values their contribution. Skilled at building strong and authentic relationships.

Demonstrates technical and professional acumen

Creates distinctive value for clients and Anglicare Victoria by applying a range of technical and professional capabilities to deliver quality outcomes.

Leading People



Manages, coaches and develops people

Engages, motivates employees and volunteers to develop their capability and potential.

Inspires direction and purpose

Creates a positive and engaged team environment.

Communicates goals, priorities and vision and recognise achievements.

Leads change

Leads, supports, promotes and champions change, and assist others to engage with change.

Occupational health & safety (OHS)

Anglicare Victoria is committed to ensuring the health and safety of its employees and any other individuals present in our workplaces.

In achieving and maintaining workplace health and safety, Anglicare Victoria will apply best practice in OHS in accordance with statutory obligations at all times.

All Anglicare Victoria employees, contractors and volunteers are required to:

- take reasonable care for their own health and safety and for that of others in the workplace by working in accordance with legislative requirements and the company's OHS policies and procedures
- take reasonable care their actions or omissions do not adversely affect the health and safety of themselves and others
- cooperate with any reasonable directions, policies and procedures relating to health and safety in the workplace
- report all injuries, illness or 'near misses' to their Supervisor or Manager
- participate in relevant health and safety training based on roles and responsibilities
- as required, participate in the development and implementation of specific OHS hazard and risk management strategies.

In addition to the above, positions with supervision or management responsibility are required to ensure a safe and healthy work environment for all employees, clients, contractors and visitors. This can be achieved by ensuring all people are aware of and have access to OHS policies, procedures, training and reporting systems.

Cultural Safety in the Workplace

Anglicare Victoria recognises the important and unique contribution Aboriginal and Torres Strait Islander employees make by bringing their unique skills, knowledge and experience to the workplace. They also contribute important insight into how Anglicare Victoria can provide for and engage with Indigenous clients and communities more effectively.

Our Reconciliation Action Plan (RAP) and Workforce Strategy outlines Anglicare Victoria's commitment to leading and facilitating sustainable employment, training, retention and career development opportunities for Aboriginal and Torres Strait Islanders people.

Conditions of employment

- An attractive remuneration package will be negotiated with the successful applicant. Salary Packaging is offered with this position.
- All offers of employment at Anglicare Victoria are subject to a six month probationary period. The staff member will be asked to participate in an annual performance review linked to objectives set out for the position.
- All offers of employment are subject to a satisfactory Criminal History Check, a current Driver's License and Employment Working with Children Check prior to commencement.

Acceptance of Position Description requirements

To be signed upon appointment

Employee

Name: _____

Signature: _____

Date: _____