

POSITION DESCRIPTION

POSITION TITLE	HIPPY Home Tutor
DIVISION	Community Programs
DEPARTMENT	Children's Programs-
REPORTS TO	HIPPY Coordinator

ORGANISATIONAL PURPOSE

Our vision at the Brotherhood of St Laurence is for an Australia free of poverty.

Established during the Great Depression by Anglican activist Father Gerard Tucker, the contemporary Brotherhood of St Laurence pursues systemic change for a fairer and more compassionate Australia where all people have a sense of belonging.

Our organisation employs over 1,400 staff and is supported by 1,200 volunteers. We partner with governments, business and other community organisations to address poverty in communities across the nation. Our staff are committed to providing our clients with a quality experience that is Safe, Effective, Connected and Personal, these are our Quality Goals of service.

Our work in the community is varied: ranging from early learning, employment preparation, social enterprises, aged care, programs for families, older people, refugees and asylum seekers as well as digital literacy programs. We research the causes and effects of poverty and advocate national, state and local policy solutions for people experiencing disadvantage.

We have also established initiatives to tackle the challenge of climate change and environmental sustainability present for disadvantaged people.

The Brotherhood's Strategic Plan for 2019-2023 outlines five strategic outcomes:

These are:

- Inclusive services and communities for everyone
- Wellbeing, social inclusion, empowerment and dignity for all
- Economic security for all
- A trusted voice nationally on poverty and disadvantage
- An inclusive, effective, efficient and agile organisation

DEPARTMENT PURPOSE

Community Programs leads innovation and policy change work to improve lives of those experiencing disadvantage and inequality. Areas of work includes Children's Programs, Youth Programs, Work, Economic Security and Social Inclusion and Strategic Partnerships.

Children's Programs sits within the Community Programs division, and has a specific focus on early years programs, parenting supports, integrated approaches to working with vulnerable communities and evidence-based group program delivery.

This department provides a number of programs including Home Interaction Program for Parents and Youngsters (HIPPY) Australia and BSL, Connie Benn Community Centre, Frankston North Children's Programs, Jindi Mernda Child and Family Centre and Cross Cultural Training Services.

Home Interactions Program for Parents and Youngsters (HIPPY)

The Home Interaction Program for Parents and Youngsters (HIPPY) at the Brotherhood of St Laurence 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 4 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 the next 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 and deliver HIPPY activities to assigned families (usually one visit per fortnight for each family, during school terms)
- Role play HIPPY activities with parents during 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.
- Maintain records of children's participation in HIPPY and monitor and record family participation
- Support and encourage parents to maximize their participation in the HIPPY program including attendance at HIPPY Gatherings
- Assist with the planning and running of the regular HIPPY Gatherings and other special events
- Support parents with resources and information as requested
- 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 term
- Participate in the HIPPY Pathways to Possibilities 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.
- Assist in the HIPPY office and other duties as requested by the Coordinator.

Multi Skilling

The incumbent may be directed to carry out such duties as are within the level of the position and scope of the incumbent's competence and training as directed by the Manager.

This description is a guide to the duties of the activities needed to undertake the position successfully. A review of the position description may occur and it may be amended from time to time as organisational needs change. Changes to the position description will be consistent with the purpose for which the position was established.

KEY SELECTION CRITERIA

Essential

- Be a parent participating in the HIPPY Program or a parent that participated in the HIPPY Program within 12 months of his or her appointment as a Tutor
- Be comfortable visiting homes in the community and comply with risk management 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
- Well-developed organisational and time management skills with the ability to plan workload, prioritise and meet deadlines
- Good level of literacy in English, including reading and writing that will support delivery of the program
- Understanding of and empathy with the values and ideals of the Brotherhood

Desirable

- Second language shared by families in the HIPPY program
- 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. The Brotherhood will facilitate this process.
- A Working With Children Check is required for this position. The Brotherhood will facilitate 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