

Mission Australia

About us:	<p>Mission Australia is a non-denominational Christian organisation that has been helping people re gain their independence for over 155 years.</p> <p>We've learnt the paths to getting back independence are different for everyone. This informs how we help people, through early learning and youth services, family support and homelessness initiatives, employment and skills development, and affordable housing. Our nationwide team delivers different approaches, alongside our partners and everyday Australians who provide generous support.</p> <p>Together we stand with Australians in need, until they can stand for themselves.</p>
About HIPPY:	<p>HIPPY Australia is one of the largest early learning networks in Australia and worldwide, HIPPY Operates in 12 different countries including Canada, New Zealand and the USA. Mission Australia has a Sublicense and Funding Agreement with the Brotherhood of St Laurence to deliver HIPPY in Ipswich.</p> <p>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.</p> <p>Families that live in a HIPPY 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.</p>
Purpose:	<p>Inspired by Jesus Christ, Mission Australia exists to meet human need and to spread the knowledge of the love of God.</p> <p><i>"Dear children, let us not love with words or speech but with actions and in truth." (1 John 3:18)</i></p>
Values:	Compassion Integrity Respect Perseverance Celebration
Goal:	To reduce homelessness and strengthen communities.

Position Details:

Position Title:	HIPPY Tutor
Division:	Service Delivery
Reports to:	HIPPY Coordinator, Program Manager – Jenny Chaves
Position Purpose:	HIPPY Tutors are parents or carers involved in HIPPY, either currently or in the past 12 months to provide peer support and deliver HIPPY to families through practicing activities with them.

Position Requirements (What are the key activities for the role?)

Key Result Area 1	Program Support
Key tasks	Position holder is successful when
<ul style="list-style-type: none"> • Provision of tutoring services to families in the HIPPY program. • Meet with the Coordinator on a weekly basis for the purpose of role-playing the next week's material and updating the progress and status of program. • Maintain records of children's participation in HIPPY and record family participation. • Prepare weekly materials and equipment in readiness for home visits and group meetings. • Refer HIPPY families to the HIPPY Coordinator if they need additional support or assistance. 	<ul style="list-style-type: none"> • Effectively communicating to the Coordinator on the progress of the HIPPY families assigned, and discussing any problems that arose during the previous week. • Referrals are made and communicated appropriately to families and coordinator. • Records and relevant data are completed and maintained and provided to the coordinator on a regular basis for reporting purposes • All relevant materials and activities for each week are prepared and planned for
Key Result Area 2	Family Support
Key tasks	Position holder is successful when
<ul style="list-style-type: none"> • HIPPY Program tutoring is delivered within set framework and in accordance with HIPPY Australia guidelines including role playing to parents during home visits and parent groups to ensure parents gain understanding and knowledge in completing activities with their own children . • Assist with the organisation and facilitation of parent group meetings including planning , coordination , set up and clean up • _Support and encourage parents to maximise their participation in the HIPPY program and their attendance at parent groups. • Resource and support parents with relevant information as needed 	<ul style="list-style-type: none"> • Meeting 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. • Mission Australia and HIPPY program guidelines, policies and procedures are adhered to. • Parent group meetings are effectively communicated and facilitated and feedback noted and provided to Coordinator. • Families are engaged and continue involvement in the HIPPY program • Relevant support and information is provided to parents

Key Result Area 3	General Operational Support
Key tasks	Position holder is successful when
<ul style="list-style-type: none"> • Participate in weekly training and regular staff development • Assist in the HIPPY office and other duties as requested by the Coordinator and Program Manager. • Participate and support relevant community engagement , networking and promotional activities as required and directed by the Coordinator and Program manager. 	<ul style="list-style-type: none"> • Active contribution is made to the development of the program including participation in team meetings, staff training, and team development activities. • Assistance is provided for office and other appropriate duties as required. • HIPPY and Mission Australia are represented effectively at community engagement , networking and promotional activities.

Work Health and Safety

People leaders must:

- Ensure effective management practices are implemented to mitigate risk and ensure the health and safety of workers, clients and visitors
- Ensure consultation practices are in place to enable workers to be involved in risk management planning, incident reporting and safe work practice activities to improve work, health and safety
- To acquire and keep up to date knowledge of work health and safety matters
- Follow procedures to assist Mission Australia in reducing illness and injury including early reporting of incidents/illness and injuries

Purpose and Values

- Actively support Mission Australia's purpose and values;
- Positively and constructively represent our organisation to external contacts at all opportunities;
- Behave in a way that contributes to a workplace that is free of discrimination, harassment and bullying behaviour at all times;
- Operate in line with Mission Australia policies and practices (EG: financial, HR, etc.);
- To help ensure the health, safety and welfare of self and others working in the business;
- Follow reasonable directions given by the company in relation to Work Health and Safety.
- Follow procedures to assist Mission Australia in reducing illness and injury including early reporting of incidents/illness and injuries
- Promote and work within Mission Australia's client service delivery principles, ethics, policies and practice standards
- Actively support Mission Australia's Reconciliation Action Plan.

Recruitment information

Qualification, knowledge, skills and experience required to do the role

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

Competencies

- Action oriented and takes accountability to achieve results in line with set timeframes.
- Builds and maintains sustainable internal and external relationships.
- Demonstrates courage in leadership to confront issues and risks, and escalates as appropriate in accordance with procedure.
- Effective communication and active listening skills, demonstrating the ability to present information, decision and reasons confidently, clearly and concisely selecting the appropriate medium.
- Demonstrated experience working and collaborating effectively with others, ensuring key stakeholders are involved, sharing information and ensuring people are kept informed of progress, changes and issues.
- Ability to deal with ambiguity and complexity.
- Demonstrated strong leadership skills with effective change management capabilities.

Key challenges of the role

- Recruitment of families into the HIPPY program
- Maintaining parental involvement in the HIPPY program over the full 2 year period

Compliance checks required

Working with Children ☐

National Police Check ☐

Vulnerable People Check ☐

Drivers Licence ☐

Other (prescribe) ☐

Approval

Manager name

Approval date