

Position Description



Title	Home Interaction Program for Parents and Youngsters HIPPY Coordinator
Business Unit	East Victoria, Gippsland, Community Development
Location	49 McCulloch Street, Bairnsdale
Employment type	Part-Time Maximum term until 30 June 2021 (28 hours per week)
Reports to	Community Development Coordinator

1. About Uniting

Uniting Vic.Tas is the community services organisation of the Uniting Church. We've been supporting people and families for over 100 years. We work alongside people of all ages in local communities in Victoria and Tasmania. Our services reach to Albury-Wodonga in the north, Mallacoota in East Gippsland, the Wimmera region in the west, and across Tasmania.

We empower children, young people and families to learn and thrive. We're there for people experiencing homelessness, drug and alcohol addiction or mental illness. We support people with disability to live the life they choose. We assist older people to maintain their independence and enjoy life. We provide opportunities to access training and meaningful employment. We're proud to welcome and support asylum seekers to our community. We work to empower people with the information, skills and tools they need to live a healthy, happy life.

As an organisation, we celebrate our diversity and welcome all people regardless of ethnicity, faith, age, disability, culture, language, gender identity or sexual orientation. We acknowledge Aboriginal and Torres Strait Islanders as Australia's First Peoples and as the traditional owners and custodians of the land on which we work. We welcome lesbian, gay, bisexual, trans, gender diverse, intersex and queer (LGBTIQ+) people at our services. We pledge to provide inclusive and non-discriminatory services.

Our purpose: To inspire people, enliven communities and confront injustice

Our values: We are imaginative, respectful, compassionate and bold

2. Position purpose

The Home Interaction Program for Parents and Youngsters HIPPY is funded by the Commonwealth Government through The Brotherhood of St Lawrence. Uniting is the facilitating agency for the program in East Gippsland.

The HIPPY program engages families and children aged 4 and 5 years in early childhood literacy and school readiness. It is an early childhood enrichment program which works with parents of young children with a focus in working with isolated and disadvantaged communities. HIPPY uses a peer education model to deliver a structured one on one home visiting program and regular HIPPY events, which provide parents with skills, resources and materials to prepare their children for school and support the transition to school.

The HIPPY program aims to:

Approved by: (position [see delegations of authority policy])	Page 1 of 5	Division: People and Culture
Date Approved: <Date>	Printed copies of this document are not controlled.	Next Review Date: <Date>

Position description

HIPPY Coordinator

- Foster a love of learning in children, promoting cognitive and social development and enhancing school readiness.
- Increase parents' skills and confidence as their child's first teacher.
- Increase participation in kindergarten, school and community life for otherwise isolated families.
- Facilitate community development through developing local leadership capacity within HIPPY Home Tutors .

The role is based in Bairnsdale and the program reaches out from Bairnsdale to other East Gippsland communities. The HIPPY Coordinator has day to day responsibility for the delivery of HIPPY for families in East Gippsland and support of the HIPPY Tutors.

3. Scope

Budget:

nil

People:

HIPPY Tutors (usually three Age 4 Tutors and two Age 5 Tutors)

4. Relationships

Internal:

- HIPPY Tutors
- Community Development Coordinator
- Manager Community Development and Out of Home Care
- Uniting staff and volunteers

External

- The Brotherhood of St Lawrence HIPPY Consultant
- Other local relevant agencies and networks

5. Key responsibility areas

The primary responsibilities of the HIPPY Coordinator are:

Program delivery

- Coordinate the HIPPY program to ensure efficient and effective program delivery.
- Ensure weekly home visits and regular HIPPY events are facilitated in a timely and comprehensive manner.
- Coordinate the annual HIPPY graduation ceremony.
- Recruit families annual to participate in the program and support their retention in the program.
- Liaise with the local community, including other early childhood and parenting service providers, local community organisations and local government to support recruitment of families.
- Maintain regular and consistent communication with HIPPY Australia including participation in regional and national HIPPY gatherings.
- Other duties as directed.

Administration and finance

- Maintain and continue to develop appropriate and organized administrative systems, including regular reporting, data and issues documentation.

Approved by: (position [see delegations of authority policy])	Page 2 of 5	Division: People and Culture
Date Approved: <Date>	Printed copies of this document are not controlled.	Next Review Date: <Date>

Position description

HIPPY Coordinator



- Use Coupa to order and process invoices.
- Effectively track expenditure to budget and keep the line manager informed of budget performance.
- In consultation with line manager, apply for additional funding where appropriate.
- Effectively use computers for word processing, spreadsheets, data entry and promotional materials.

Quality and risk

- Maintain current and accurate HIPPY delivery visit records, forms and statistical information.
- Ensure all data and reporting requirements for HIPPY Australia are submitted in accordance with specified timelines.
- Ensure quarterly compliance data is entered into ETO (HIPPY Online Data Management System).
- Use principles of best practice to provide an innovative and responsive program.
- Use a continual improvement approach to review and evaluate the program and practices.
- Comply with organisational effectiveness strategies for the HIPPY program including participation in review and planning visits with the funding agency.
- Co-operate with current research projects, and participate in additional research and evaluation as required.
- Participate in agency quality accreditation processes.

People and teams

- Recruit, train and support HIPPY Home Tutors to deliver the program.
- Facilitate weekly HIPPY Training & Enrichment sessions.
- Build capacity within HIPPY Home Tutors, with the aim of supporting longer term career opportunities.
- Establish, lead, coach and inspire an engaged and productive team
- Lead the team in leading practices and effective process governance
- Provide support, guidance, coaching, leadership and empowerment to the team including feedback through performance reviews and regular supervision.
- Undertake regular supervision and performance review with line manager, providing feedback to promote collaborative working relationships
- Promote and maintain a positive, respectful and enthusiastic work environment
- Provide authentic team leadership and the highest level of professional conduct in alignment with Uniting's values.

Legal requirements & risk management

- Ensure all legal, funder and statutory requirements pertaining to the position are met including serious incidents, reportable conduct and mandatory reporting (child safety)
- Foster a culture where risks are identified and appropriately managed
- Report areas of serious risk to next level supervisor and work together to mitigate those risks.

Personal accountability

- Compliance with Uniting's values, code of conduct, policies and procedures and relevant government legislation and standards where relevant.

Approved by: (position [see delegations of authority policy])	Page 3 of 5	Division: People and Culture
Date Approved: <Date>	Printed copies of this document are not controlled.	Next Review Date: <Date>

Position description

HIPPY Coordinator



- Cooperate with strategies to actively ensure the safety, protection and well-being of children who come into association with us.
- Ensure appropriate use of resources.
- Work collaboratively with Uniting (Victoria Tasmania) employees and external stakeholders in accordance with Uniting's values and professional standards of behaviour.
- Actively participate in initiatives to maintain, build upon and promote a positive and collaborative workplace.
- Identify opportunities to integrate and work collaboratively across teams.
- Take reasonable care for your own health and safety, and health and safety of others (to the extent required).
- Promote a positive safety culture by contributing to health and safety consultation and communication.
- Promptly respond to and report health and safety hazards, incidents and near misses to line management
- Attend mandatory training sessions (i.e. equal employment opportunity, health and safety) and mandatory training specific to position.

6. Person specification

Qualifications

- Satisfactory National police check and Victorian Working with Children Check.
- Tertiary (preferable) or Post-secondary qualifications in early childhood education, primary teaching, social work, community development or adult education.

Experience

- Demonstrated experience in community engagement, in particular, building relationships with Aboriginal & Torres Strait Islander communities.
- Demonstrated ability to supervise, train and support staff to build their capabilities.
- Demonstrated ability to develop creative solutions to issues that arise within the community or workplace using community development principles.
- Demonstrated ability to participate in a multi-skilling learning environment.
- Demonstrated ability to relate positively to a large range of people from diverse backgrounds.

Core selection criteria

- **Values alignment:** ability to demonstrate and authentically promote Uniting's values.
- **Early Years:** an understanding of early childhood development
- **Leadership skills:** a demonstrated ability to effectively manage a team

7. We are a child safe organisation

Uniting is a child safe organisation and is committed in everyday practice to ensure the safety and wellbeing of all children, at all times. As a child safe organisation, employment with Uniting is subject to a satisfactory national (and international where relevant) police check and Working With Children Check (in Victoria) and/or Working With Vulnerable People Check (in Tasmania) **prior** to commencement of any paid or unpaid work and/or participation in any service or undertaking.

This position description is subject to review and may change in accordance with Uniting's operational, service and consumer requirements.

Approved by: (position [see delegations of authority policy])	Page 4 of 5	Division: People and Culture
Date Approved: <Date>	Printed copies of this document are not controlled.	Next Review Date: <Date>

Position description

HIPPY Coordinator



8. Acknowledgement

I have read, understood and accepted the above Position Description

	Employee	Manager
Name:	<input type="text"/>	<input type="text"/>
Signature:	<input type="text"/>	<input type="text"/>
Date:	<input type="text"/>	<input type="text"/>