

<b>Position title</b>	HIPPY Home Tutor	<b>Reference</b>	CCA.HT.KATH
<b>Classification</b>	SCHSDS Award Level 3.1	<b>Last reviewed</b>	8 February 2016
<b>Tenure</b>	Casual	<b>Hours</b>	Variable
<b>Reporting to</b>	HIPPY Coordinator	<b>Location</b>	Katherine
<b>Program</b>	HIPPY (Home Interaction Program for Parents and Youngsters)	<b>Cost Centre</b>	1980
<b>Division</b>		<b>Section</b>	
<b>Approved</b>	Terry Cleary	<b>Date</b>	
<b>Comment</b>	HIPPY Katherine program operates during school terms during school hours. The hours vary between 10-20 hours per week.		

## 1. AGENCY STATEMENT

Anglicare NT is a respected provider of quality human services across urban, regional and remote areas of the Northern Territory. Our motto Respect Fairness and Community articulates our values of cultural respect, social justice and partnerships. As an organisation we are committed to child safe, strength based and community development practices. We aim to make a sustainable difference in the lives of Territorians. Anglicare NT is the community services agency of the Anglican Church in the Northern Territory and member of Anglicare Australia.

## 2. PURPOSE OF THE POSITION

HIPPY (Home Interaction Program for Parents and Youngsters) is early childhood enrichment and parenting program for children and their parents/carers. The key objective of the HIPPY Home Tutor is to deliver the HIPPY program for up to 14 parents in a positive, fun and successful way.

## 3. SCOPE

### *The HIPPY Tutor will:*

- 3.1 Work with parents to create an interest in their children's learning, promoting cognitive and social development and enhance school readiness.
- 3.2 Support parents to learn new skills and build confidence as their child's first teacher.
- 3.3 Promote family engagement with education and the community.
- 3.4 Implement the delivery of the HIPPY program in a culturally sensitive way that supports active participation.

## 4. DUTIES AND RESPONSIBILITIES

### 4.1 Specific

- 4.1 Develop a relationship with families that will support the development of new skills and confidence in the parent.
- 4.2 Organise and attend Home visits for assigned families (a minimum of one visit per fortnight during school term).
- 4.3 Role-play HIPPY activities during home visits and parent groups to ensure that parents are familiar with how to do the activities and are confident to complete the activities with their own child.

- 4.4 Assist with the planning of the group meetings. Organise activities, catering, workshops and community events as directed by the program coordinator.
- 4.5 Support and encourage parents to maximise their participation in the HIPPY program and their attendance at parent groups.
- 4.6 Resource and support parents with information as requested (where possible) and to refer families to the Coordinator where additional support is required.

## **4.2 General**

- 4.2.1 Comply with Federal, NT and Local Government legislation, regulations, permits and/or by laws.
- 4.2.2 Adhere to Anglicare NT Policies and Procedures and general conditions of employment.
- 4.2.3 Comply with funding contracts, operational guidelines, approved work plans, reporting requirements or task directives.
- 4.2.4 Adhere to budgets, delegation levels and administrative and data collection and entry duties, ensuring procedural requirements are met in a timely manner.
- 4.2.5 Comply with Anglicare NT's WH&S requirements; whilst also remaining vigilant in relation to any client/ customer related behavioural risk and contribute to maintaining a safe work environment.
- 4.2.6 Maintain confidential client, personnel and organisational information in line with legislative and organisational requirements.
- 4.2.7 Work collaboratively with the Team to address service improvement requirements resulting from client complaints, stakeholder feedback and/or internal or external evaluation processes.
- 4.2.8 Participate in organisational communications and development systems such as email, staff meetings, planning & review days, quality assurance and organisational promotions and events as required.
- 4.2.9 Actively participate in supervision, performance reviews, professional development activities and training as required.
- 4.2.10 Maintain time and attendance leave and higher duty records in accordance with Anglicare NT's procedures and lodge within specified timeframes for each pay period.

## **5. AUTHORITIES**

- 5.1 Expenditure, Operational/Administrative, Personnel, Management and Legal – as per current Delegation of Authority Document (this is endorsed by the Board and periodically updated).

## **6. SELECTION CRITERIA**

### **6.1 Inherent requirements for all employees**

As an employee of Anglicare NT you must:

- ✓ Commit to and respect the values of the organisation, uphold confidentiality, be trustworthy and adhere to the Anglicare NT Code of Conduct and Policy.
- ✓ You must uphold the principles of child safe and strengths based approaches and apply these in your day to day work and practice.
- ✓ Commit to working in a culturally inclusive workplace and the principles and practices of cultural competence and providing responsive services to the community.
- ✓ Familiarise yourself with agency information management systems and policies and procedures which will change from time to time.
- ✓ Complete and maintain documentation in accordance with organisational policies and procedures, and quality standards requirements and contribute to continuous improvement within the agency.
- ✓ Take responsibility for your own health and safety, and the health and safety of anyone else who may be affected by your acts or omissions in the workplace.

- ✓ Cooperate with management, the Work Health & Safety (WHS) Officer and WHS representatives with respect to action taken to comply with WHS requirements.
- ✓ Contribute to the WHS management system by the active identification and reporting of hazards and environmental risks.
- ✓ Understand the nature of risk and importance of risk management in an organisation.
- ✓ Have a genuine interest in working with Anglicare NT, and in the Northern Territory demonstrate a good organisational fit.
- ✓ Be solution focused, positive and have a capacity to respond effectively to challenges.
- ✓ Ability to drive, use a computer, Microsoft programs, mobile devices, undertake bending and lifting actions.

## 6.2 Inherent requirements specific to this position

- ✓ Attend HIPPY Australia training as scheduled.
- ✓ Participate in weekly training with the HIPPY Coordinator.

## 6.3 Qualifications

6.3.1 NIL

## 6.4 Experience, Skills and Knowledge

- 6.4.1 Interest and enthusiasm in supporting other families.
- 6.4.2 Ability to relate to people from a range of cultural and language backgrounds from within the local community.
- 6.4.3 Basic literacy in English including reading and writing.
- 6.4.4 Ability to work independently and as part of a team.
- 6.4.5 Good organisational skills.

## Licenses, Certificates and Professional Registrations (where required)

- 6.5.1 Northern Territory Working with Children Clearance (Ochre Card)
- 6.5.2 National Police Criminal History Report (less than 3 months old) with acceptable outcome
- 6.5.3 First Aid Certificate or willingness to obtain within 3 months
- 6.5.4 Northern Territory Drivers Licence
- 6.5.5 Relevant professional registration and/or eligibility for membership (if relevant)

## 7. ACKNOWLEDGEMENT OF AGREEMENT

After reading and discussing this document with Anglicare NT's delegate I agree that:

- 7.1 This Position Description and attachments are an accurate and fair description of the role.
- 7.2 I understand the expectations and inherent requirements of the position.
- 7.3 I acknowledge the nature of the position operating context within which I will work.

Incumbent signature: \_\_\_\_\_

Incumbent name: \_\_\_\_\_ Date: \_\_\_\_\_

Witness signature: \_\_\_\_\_

Witness name: \_\_\_\_\_ Date: \_\_\_\_\_

Position: \_\_\_\_\_