

Position title	HIPPY Home Tutor	Reference	CCA.HT.KATH
Reporting to	HIPPY Coordinator	Location	Darwin/Katherine/Alice Springs
Division	Children & Homelessness	Section	HIPPY (Home Interaction program for Parents and Youngsters)
Approved	EM Children & Homelessness	Date	03/09/2019
Comments:	Please note that this position requires flexibility to work outside of normal hours		

Organisation Statement

Anglicare NT is a respected provider of quality human services across urban, regional and remote areas of the Northern Territory. We demonstrate our values of Hope, Kindness, Respect, Fairness and Integrity through strength-based and trauma informed practice, cultural respect, child safety, social justice, community development and partnerships. Anglicare NT was formed by the Anglican Diocese of the NT to respond to the social needs of our diverse communities.

Purpose of the Position

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

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 15 families in a supportive and positive way that promotes active participation and engagement

You will uphold the values of Anglicare NT and provide quality services within the scope of the position and associated delegations.

Selection Criteria

Position specific requirements

1. Interest and enthusiasm in supporting other families
2. Ability to relate to people from a range of cultural and language backgrounds from within the local community.
3. Basic literacy in English including reading and writing.
4. Ability to work independently and as part of a team.
5. Good organisational skills.

General Criteria

- Demonstrated commitment to work respectfully and inclusively with Aboriginal and Torres Strait Islander and culturally and linguistically diverse people.
- Demonstrated adherence to legislation, policies and procedures and a commitment to EEO, WHS, risk management and quality improvement practices.
- Northern Territory Working with Children Clearance (Ochre Card).
- National Police Criminal History Report (less than three months old) with acceptable outcome.
- Ability to meet 100-point ID and additional visa / overseas work compliance measures.
- Northern Territory Driver's Licence.
- First Aid Certificate (or willingness to obtain within agreed timeframe).

Key Responsibilities

- Develop a relationship with families that will support the development of new skills and confidence in the parent.
- Organise and attend Home visits for assigned families (a minimum of one visit per fortnight during school term).
- 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.
- Assist with the planning of the group meetings. Organise activities, catering, workshops and community events as

directed by the program coordinator.

- Support and encourage parents to maximise their participation in the HIPPY program and their attendance at parent groups.
- Resource and support parents with information as requested (where possible) and to refer families to the Coordinator where additional support is required.

General Requirements

- Comply with Federal, NT and Local Government legislation, regulations, permits and / or by laws.
- Adhere to delegations, code of conduct, policies, procedures and general conditions of employment.
- Work within contract, program / project parameters and scope of practice.
- Comply with program guidelines, work plans, budget, data and reporting requirements.
- Comply with WHS requirements – remain vigilant and contribute to a safe working environment.
- Embrace organisational values, work cooperatively and help sustain a respectful workplace.
- Support and mentor work colleagues by sharing your skills, knowledge and strengths.
- Help implement our Reconciliation Action Plan and build an inclusive and culturally competent workforce.
- Maintain confidential client, staff and organisational information in line with requirements.
- Keep up to date with workplace communications, staff meeting records and the intranet.
- Contribute to planning, evaluation and continuous quality improvement activities.
- Participate in supervision, performance reviews and undertake approved training.
- Maintain attendance, payroll and leave records in accordance with procedures.

Delegation of Authority

As per Board approved Delegation of Authority Schedule and aligned position classification (noting content will updated from time to time).