



## HIPPY Eastlakes Expression of Interest-HIPPY Tutor Role

Thank you for Expressing an Interest to be considered for the HIPPY Eastlakes Tutor Role!

We have put together some information about the HIPPY Program and the Tutor Role that you may find helpful. As you may or may not be aware, HIPPY is introducing the new Age 3 program next year and is phasing out the Age 5 program at the end of 2023. HIPPY will begin with Age 3 focussing on a more play based program with three activities that will increase over the journey of age 3 to five activities and this will involve meeting with families on a fortnightly basis. In the second year of the families journey the child will move to our Age 4 program which will consist of five activities and meeting with families on a weekly basis. As a current/previous HIPPY Parent you will already have a good understanding of the structure and importance of the program with first-hand experience.

### ABOUT HIPPY:

HIPPY (Home Interaction Program for Parents and Youngster) is a free, two-year, home-based early childhood learning and parenting program that empowers parents and carers to be their child's first teacher and helps prepare the child for a positive transition to school. Families that live in a HIPPY Area start HIPPY Age 3; the year the child turns 3 and continues into the following year completing Age 4. In the first year of HIPPY, parents are empowered to become their child's first teacher through play-based activities and fun learning. In the second year, the year before school begins, families learn skills to help develop their child's confidence towards a positive transition to school. Families spend 10 to 15 minutes a day doing educational activities with their children. A trained HIPPY Tutor meets with the family to practice HIPPY Activities.

**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. More information about HIPPY is available via the HIPPY Australia website**

<https://hippyaustralia.bsl.org.au/>

## POSITION PURPOSE:

HIPPY Tutors are parents or carers involved in HIPPY, either currently or in the past 12 months. HIPPY Tutors are employed by the HIPPY Provider for **two years** to provide peer support and deliver HIPPY to families through practicing activities with them (Role Play). Every local HIPPY Program is coordinated and supervised by a HIPPY Coordinator who trains and supervises a team of Home Tutors who visit parents/care-givers in their home or convenient community setting.

## KEY RESPONSIBILITIES AND DUTIES:

- Meet with between 10 and 15 HIPPY families on a fortnightly basis in Age 3 and a weekly basis in Age 4 to practice/role-play and deliver HIPPY materials in the home or a group gathering.
- Refer HIPPY families to the HIPPY Coordinator if they need additional support or assistance.
- Assist with the organisation and facilitation of HIPPY Group Gatherings and childcare duties.
- Meet with the Coordinator on a fortnightly basis in Age 3 and weekly basis in Age 4 for the purpose of role-playing the next pack's material (Tutor training), reporting on the progress of the HIPPY families assigned, and discussing any problems that arose during the previous week.
- Participate in weekly training and regular staff development.
- Assist in the HIPPY Office and other duties as requested by the Coordinator.

## ORGANISATIONAL RELATIONSHIPS:

HIPPY Tutors report to the HIPPY Coordinator (Courtney Tisdell). The HIPPY Eastlakes Coordinator is employed by **JOBQUEST** to oversee the day to day responsibilities of HIPPY Eastlakes.

**JOBQUEST** has a Sublicense and Funding Agreement with the Brotherhood of St Laurence to deliver HIPPY in the Eastlakes area on behalf of HIPPY Australia. More information about JOBQUEST is available via the JOBQUEST Website <https://www.jobquest.org.au/>

## KEY/ESSENTIAL SELECTION CRITERIA:

- 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.
- Willing to work within the HIPPY program for a maximum of 2 years (approximately 15 hours per week or 30 hours per fortnight for a minimum of 33 weeks per year).

- Identify with the local community and have a commitment to working in the community.
- Have communication skills that will support program delivery.
- Have a desire to identify short & long term professional and personal goals and implement strategies to achieve these over a two year period.
- Be comfortable visiting homes in the community
- A standard Police Check will be performed. The Police Check Policy is designed to increase the assurance of quality care provided to HIPPY families.
- A 'Working with Children/Vulnerable People Check' (NSW) is essential.
- Proof of COVID 19 Vaccination (COVID 19 Digital Certificate as proof of double vaccination)
- A current drivers licence or working towards obtaining this.

Desirable:

- An interest in undertaking a Traineeship (Certificate II in Workplace Skills).
- Willingness to commit to 2 hours paid study once a week.

## THE INTERVIEW PROCESS:

**JOBQUEST** takes 'Expressions of Interest' for the Tutor Role throughout the calendar year; and generally recruits new Tutors during the month of January to work with new families coming into the Program for that year. One of the important objectives of the HIPPY program is to support parents/caregivers participating in the HIPPY Program to build their skills & confidence to work towards future training and employment opportunities.

We generally receive more applications than we have positions available, however all applicants are invited to attend an Interview if they submit an 'Expression of Interest' form. At the Interview will be the HIPPY Coordinator (Courtney Tisdell) and JOBQUEST Manager (Jaylene Mckenize). You will be invited to share information about yourself and your interest in the Role. Also at this time you can ask any questions you may have. The process is relatively informal and will consist of around 6 questions and will go for around 45 mins-1 hour. We encourage you to bring with you a current Resume (if you have one available), a willingness to have a conversation around your previous work and life experiences and what you can bring to the Role. We encourage you to present neat and tidy.

This role is designed for parents/caregivers who may have been disengaged from employment or training for a period of time. We understand that re-entering the work/training environment can be daunting, as is going through an interview process! We will attempt to make you as comfortable as possible and encourage you to see the process as an opportunity to share information about yourself and your interests.

If you have any further questions do not hesitate to contact me on 0493 201 944 or [hippy@jobquest.org.au](mailto:hippy@jobquest.org.au).