

# HIPPY Coordinator Position Description



<b>Position title</b>	HIPPY Coordinator
<b>Department</b>	HIPPY
<b>Reporting Manager</b>	Therapy and HIPPY Manager
<b>Direct Reports</b>	HIPPY Home Tutors (up to 6 each year)
<b>Date prepared</b>	5 December 2023

## Position Summary

The purpose of this role is to coordinate the HIPPY Program for a designated site. The HIPPY Coordinator has the primary responsibility for all aspects of local HIPPY Program implementation and management in the Catchment Area. After taking part in the Coordinator Pre-service Training, the HIPPY Coordinator leads the implementation of the HIPPY Program in the Catchment Area. Once trained, the HIPPY Coordinator will be responsible for the supervision and training of Home Tutors, will organise and run Group Meetings and manage HIPPY Program reporting as required by this agreement.

The role is responsible for enrolment and ongoing support of families in the program; recruitment, training and professional supervision of Home Tutors; facilitation of network opportunities and collaboration across the geographic surrounds; program planning for community events; regular liaison with HIPPY Australia. This role is required to regularly submit documentation and reports as per the HIPPY Australia guidelines.

This role requires regular travel to community locations such as community event spaces, libraries, and clubs; and to family's homes for enrolment and home visit supervision.

As a member of the People Leader team at Learning Links, the holder of this role lives the organisational values of excellence, integrity, collaboration, and empowerment, and contributes to a culture of trust, transparency, high performance, innovation and care for the team

## Responsibilities and Duties

### *Program delivery*

- Employ, support, train and supervise Home Tutors to undertake Home Visits, delivery of the HIPPY Curriculum and foster employment and training pathways and participation in Pathways to Possibilities (P2P).

### Support Office

Suite 3, Level 1, 140 Bourke Rd  
Alexandria NSW 2015  
Ph: 1300 003 900

[learninglinks.org.au](http://learninglinks.org.au)

ABN 71 097 577 636

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- Support the Line Managers in management, planning and budget preparation and financial reporting where appropriate.
- Engage, recruit and retain families in the HIPPY Program at least to the targets set out in the HIPPY Sublicence agreement.
- Support Program Participants by facilitating regular Group Meetings, connection to local services, provide required HIPPY Materials to each Program Participant and specific support to Program Participants.
- Undertake accurate recording, monitoring and submission of data and communication to HIPPY Australia in accordance with this agreement.
- Participate and build networks and partnerships across the HIPPY network and local Community
- Regularly organise advisory group meetings or engage in an existing early years network group.
- Attend and organise events for recruitment and program awareness training.
- Prepare for and participate in quality, support and assessment visits as required by HIPPY Australia.
- Assess and monitor risk for staff in accordance with Home Visting Policy & Procedure.

## *Leadership*

- Attend monthly HIPPY Team Meetings with other Site Coordinators and Therapy & HIPPY Manager.
- Be an effective people leader to the HIPPY team and collaborator to other areas of the business.
- Engage in growth and learning as a People Leader.
- Participate and contribute to management and leadership teams with energy, ideas, focus and respect.
- Take a strengths-based approach to leadership providing support and an engaging proactive leadership style.
- Adopt a learning and growth mind-set with an eagerness to learn new things and grow as a people leader.
- Encourage open and transparent communication and invite feedback and input from others.
- Actively coach/mentor therapy staff to support the development and growth of the team, provide high quality outcomes for clients and ensure accountability.

## **Key Performance Indicators**

- Recruitment & retention targets are met for each cohort of enrolments according to the HIPPY Sublicence agreement.
- Priority of Access criteria (65% of enrolled families) is met for each cohort of enrolments.
- Reporting requirements are completed as per HIPPY Australia Guidelines.
- Staff satisfaction engagement score is 70 or above.
- Expenditure targets meet or are below budgeted target each month

**We acknowledge Aboriginal and Torres Strait Islander peoples as the Traditional Custodians of the lands, waterways and skies across Australia. We thank Aboriginal and Torres Strait Islander peoples for sharing and caring for the land on which we live, work, learn and play. We pay our respects to Elders past, present and future**

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## Relationships

- Reports directly to Therapy & HIPPY Manager
- Works closely with HIPPY Australia Consultant
- Works directly with families enrolled in the HIPPY Program
- Liaise with professional teams at Learning Links as required e.g. to provide guest speakers or referrals
- Works closely with support staff as needed including Marketing, People & Culture, Accounts, IT systems, Customer Care
- Works with other managers & supervisors in the People Leaders Team
- Develops relationships with community organisations and other external stakeholders

## Qualifications, Skills and Experience

- Tertiary Qualification (at a minimum a Diploma level) in Early Childhood, Education, Allied Health or Human Services.
- Experience in working in an Early Childhood, Education or Allied Health, early intervention, or education-based program for children, their families, and the community.
- Understanding of child development and learning.
- Successful experience in leading and managing a team and building effective workplace relationships.
- Experience in a community-based program working with culturally diverse communities and building local networks and relationships with service providers.
- Proven ability to facilitate group meetings, adult training/learning and presentations.
- Strong computer skills, including data entry, to meet reporting and accountability requirements.
- Possess a clear understanding of child safe principles and practices.
- Willingness to work across several settings, including families' homes and the community.
- Exceptional interpersonal, written, and oral communication skills.
- Possess a current Drivers Licence and have access to drive an insured vehicle.
- WWCC clearance
- NDIS worker screening check.

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## Physical Requirements

- Must be able to undertake regular travel as required from time to time in the role.
- Must be able to safely lift and carry up to 10kg of weight.
- Physical ability and range of motion including ability to be sitting, standing, walking, squatting, kneeling, bending, twisting, gripping, and climbing stairs.

## Learning Links Vision, Mission and Values

### Our vision

To create a community where difficulties learning are no longer a barrier to a fulfilling life.

### Our mission

To provide children and young people who have difficulties learning with the skills, services and family support that will enable them to realise their potential.

### Our values

- Empowerment: we are resourceful, accountable, and proactive, using our initiative to achieve positive change and outcomes.
- Collaboration: we value teamwork and the strength that comes from diversity and from joining forces to make a difference.
- Excellence: we are professional, competent, and driven, striving always to be the best we can be, in everything we do.
- Integrity: we are always reliable and dependable, guided by our moral compass.

## Document Control

Completed by: Therapy & HIPPY Manager

Date: 5 Dec 2023

Reviewed by: Chief Operations Officer

Date: 6 Dec 2023

Version: 2

## Employee sign off and acceptance

Note: completed digitally in e-Recruitment system

I have read, understand, and accept the expectations of this position description.

*The statements within this PD are intended to describe the general nature and level of the work being performed. This is not an exhaustive list of all duties and responsibilities associated with the position. Management reserves the right to amend and change responsibilities to meet business and organisational needs as necessary.*

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