

## JOB HIGHLIGHTS PACK

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<b>Role:</b>	<b>HIPPY Home Tutor (x 2)</b>
<b>Department:</b>	Community Development
<b>Reports to:</b>	HIPPY Coordinator
<b>Direct Reports:</b>	Nil
<b>Location:</b>	55 Reid Rd, Broome WA
<b>Contract Type:</b>	Fixed Term, Full time, 2 years

### ORGANISATIONAL CONTEXT

*“Making mabu liyan real for all, always”  
People, land, culture, prosperity*

Nyamba Buru Yawuru (NBY) means ‘This is the place of Yawuru’. NBY is the operational company of the Yawuru Native Title Holders Aboriginal Corporation. NBY manages the day to day business of Yawuru and is engaged in a diverse range of projects which help to provide social, cultural, environmental and financial sustainability for the future of Yawuru people.

### PRIMARY FUNCTION

HIPPY Tutors, supervised by the HIPPY Coordinator provide peer support and deliver the HIPPY Program to Indigenous families in Broome through home and group sessions.

HIPPY is a home based early childhood learning and parenting program empowering parents to be their child’s first teacher.

Please see the **attached Position Description** at the end of this pack for detailed key responsibilities and outcomes of this position.

### ESSENTIAL SELECTION CRITERIA

1. Be a parent participating in the HIPPY Program.
2. Willing to work within the HIPPY program for a maximum of two years.
3. Identification with the local community and a commitment to working in the community.
4. Ability to relate and build and maintain a rapport with people from a range of cultural and language backgrounds.
5. Basic literacy in English including reading and writing.
6. Ability to work independently and as part of a team.
7. Effective organisational skills.

### DESIRABLE SELECTION CRITERIA

1. Experience working with parents and young children.
2. Experience managing own time in a professional environment.
3. Experience in Community Service work in the local community

## BENEFITS OF WORKING FOR NYAMBA BURU YAWURU



Contribute to the success of Broome's Traditional Owner Group



Generous salary packaging



Active Social 'Binda Binda' (Butterfly) Club



Professional and Inspiring Workplace



Live in the Kimberley; one of the last great wildernesses in the world



Work/Life Balance



Work with a fun and committed team



Learn Yawuru Language



Work with Yawuru Traditional Owners



Involvement with Community at Community Events



Diversity of Projects/ Work Opportunities



Unlimited access to Lynda.com online training

### Salary:

An Attractive Salary package plus 10% Superannuation is offered

### Salary Packaging

Salary packaging is a government incentive that allows you to use money that previously would have been paid as tax to pay for the items which you have chosen to salary package. Spending pre-tax dollars from your salary will decrease the stated gross income on your Payment Summary (group certificate) and increase your take home pay. As a registered Charitable Institution, eligible NBY employees can salary package up to \$15,900 per year for everyday expenses. Every day expenses may include your mortgage or rent, bills, shopping and petrol.

As Broome is considered a Remote Area, additional benefits may also apply. For further information refer to the AccessPay websites <https://accesspay.com.au/salary-packaging/>

### Leave:

4 weeks Annual Leave

## LOCATION

Our office is located in Broome in the Kimberley region of Western Australia. Known for its' pearling history and tourism, Broome is a culturally diverse town, with a tropical climate and stunningly beautiful surrounds.

The permanent population is estimated at 16,222, growing to over 45,000 during the tourist season (May – October).

For more information:

<http://www.yawuru.com/>

<http://www.lonelyplanet.com/australia/western-australia/broome>

<http://www.visitbroome.com.au/>

<http://www.australia.com/en/places/broome.html>



## APPLICATION PROCESS

Applications should be sent electronically to [recruitment@yawuru.org.au](mailto:recruitment@yawuru.org.au) and addressed to:

Manager Human Resources and Organisational Development  
Nyamba Buru Yawuru  
PO Box 425  
Broome, WA 6725

Please include the following in your application:

1. Completed NBY Application for Employment Form (found on NBY website)
2. Cover Letter
3. Resume/ CV

Should you require further information relating to this position or process, we welcome your call on (08) 9192 9609.

Applications for this position close **4.00pm Friday 19<sup>th</sup> November 2021.**

POSITION	LOCATION	REPORTING RELATIONSHIP
HIPPY Tutor	Broome, Western Australia	Reports to HIPPY Coordinator

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## LINE MANAGEMENT RESPONSIBILITIES

- Nil

## COMMUNICATIONS AND ENGAGEMENT RESPONSIBILITIES

- HIPPY Coordinator
- NBY management team
- Internal NBY colleagues
- HIPPY program participants and community members

## KEY ACTIVITIES AND TASKS

### HIPPY PROGRAM IMPLEMENTATION

- Meet with 10 and 15 assigned families on a weekly basis to role play and deliver HIPPY materials in the home or a parent Group Meeting format.
- Assist with the organisation and facilitation of parent Group Meetings.
- Develop a relationship with families that will support the development of new skills and confidence in the parent.
- Encourage parent participation in the program by re-enforcing the positive benefits of the program families enrolled in HIPPY. Refer families to the HIPPY Coordinator if they need additional support or assistance.
- Meet with the Coordinator on a weekly basis for the purpose of role playing the following week's material; report on the progress of the families assigned; and discuss any issues that arose during the previous week.
- Participate in weekly training and regular staff development, with Coordinator to support Tutors through completion of Pathways to Possibilities (P2P) over their 2 years at HIPPY.
- Assist in the HIPPY office and perform other duties as requested by the Coordinator
- Maintain an awareness of NBY programs and community support services available in the local area. Facilitate supported referrals of families to local community services when required.

### ADMINISTRATION

- Manage individual workload on a weekly basis and exercise initiative in the application of work procedures and use of time management, planning and priority setting to achieve objectives.
- Accurate and timely recording of client information, program outputs and outcomes.
- Maintenance and ongoing development of appropriate administrative systems including regular reporting, data collection and issues documentation.
- Participate in regular staff meetings and professional development opportunities and attend individual supervision sessions with Coordinator.
- Complete Pathways to Possibilities (P2P) over the 2 years of employment with HIPPY
- Share monthly reports on program activities with Coordinator.

### INDIVIDUAL COMMITMENT

- Actively embrace and integrate NBY's vision, mission and values into the HIPPY Home Tutor role and demonstrate appropriate work, social and cultural behaviours.
- Work collaboratively with management and staff across the business in support of NBY's strategic objectives.
- Maintain a professional approach in the workplace.
- Conform with NBY's conditions of employment, code of conduct, and organisational policies and procedures,
- Adhere to relevant legislative requirements including, but not limited to the Fair Work Act, Workplace Health and Safety Act and the EEO Act.
- Continuously identify opportunities for improvement.

## KEY OUTCOMES OF THIS POSITION

### HIPPY PROGRAM IMPLEMENTATION

- Successful recruitment and implementation of HIPPY establishment plan.
- 10-15 families engaged and met with each week.
- Families referred to HIPPY Coordinator if any additional support required.
- One parent Group Meeting facilitated per fortnight.
- Relationships developed and maintained with families.
- HIPPY tasks complete in timely manner.
- Information on complementary NBY and community service programs shared with families.

### ADMINISTRATION

- Complete HIPPY administration and reporting requirements according to project outlines in the HIPPY home tutor guide.

### INDIVIDUAL COMMITMENT

- Core HIPPY skills are being regularly discussed and practiced during regular Tutor training, P2P and Supervision with Coordinator.
- Contribute meaningfully to NBY; building and sustaining an organisational culture in alignment with its values.
- Ensure NBY's vision, mission and values are incorporated into all activities, and appropriate behaviours are role modelled in line with organisational policies.
- All activities are subject to a demonstrated cycle of continuous improvement.

## ESSENTIAL QUALIFICATIONS, KNOWLEDGE, SKILLS AND ATTRIBUTES

8. Be a parent participating in the HIPPY Program.
9. Willing to work within the HIPPY program for a maximum of two years.
10. Identification with the local community and a commitment to working in the community.
11. Ability to relate and build and maintain a rapport with people from a range of cultural and language backgrounds.
12. Basic literacy in English including reading and writing.
13. Ability to work independently and as part of a team.
14. Effective organisational skills.

## DESIRABLE QUALIFICATIONS, KNOWLEDGE, SKILLS

4. Experience working with parents and young children.
5. Experience managing own time in a professional environment.
6. Experience in Community Service work in the local community.

## PRE-EMPLOYMENT REQUIREMENTS

1. Current 'C' Class driver's licence.
2. National police clearance.
3. Working With Children's Check.