

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

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 helps to provide social, cultural, environmental and financial sustainability for the future of Yawuru people.

PRIMARY FUNCTION

HIPPY Home Tutors, supervised by the HIPPY Coordinator provide peer support and deliver the HIPPY program to families through home and group sessions.

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.
- 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.
- 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

- 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

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 to 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. Good organisational skills.

DESIRABLE QUALIFICATIONS, KNOWLEDGE, SKILLS

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.

PRE-EMPLOYMENT REQUIREMENTS

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

CERTIFICATION

Details contained in this document are an accurate statement of duties, responsibilities and other requirements of the role.

HIPPY Tutor: _____ Signature: _____ Date _____

Approved Delegate: _____ Signature: _____ Date _____