



Wuchopperen
HEALTH SERVICE LTD

POSITION DESCRIPTION

Position Title:	Home Tutor, Home Interaction Program for Parents and Youngsters (HIPPY)
Classification:	Social and Community Services Grade 1 Wuchopperen Health Service Limited Enterprise Agreement
Salary:	\$26.13 -\$ 27.98 per hour
Location:	Cairns/Edmonton
Reporting Relationship:	Coordinator, Home Interaction Program for Parents and Youngsters (HIPPY)

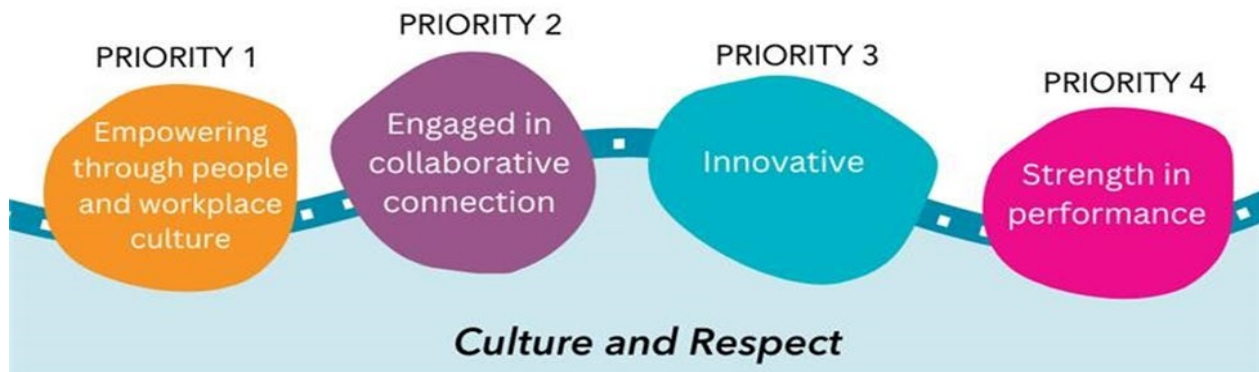
About Wuchopperen

Wuchopperen Health Service Limited (Wuchopperen) is a community connected and controlled organisation with more than 40 years' experience in providing primary health care and social wellbeing services for Aboriginal and Torres Strait Islander people in Cairns and surrounding districts.

Wuchopperen's vision is **keeping our generations growing strong**. Culture underpins a client and community centric service delivery model offering whole of life cycle care and support from pre-birth to eldership (older people).

From humble beginnings in the 1970s, Wuchopperen has grown into a multi-million-dollar enterprise, that is driven by the community, to deliver dynamic and innovative services for the community, and confidently represents, leads through best practice governance.

Our Strategic Priorities



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Our Values and Behaviours



The role:

The Home Interaction Program for Parents and Youngsters (HIPPY) Australia has a sublicence and Funding Agreement with the Brotherhood of St Laurence to deliver the HIPPY program in partnership with Wuchopperen Health Service. HIPPY is a two year home based early learning and parenting program that will empower parents and carers to be their child's first teacher, and support children to develop a lifelong love of learning.

Home Tutors are supervised, supported and regularly trained by the HIPPY Coordinator, to provide home instruction to participating parents and/or carers to develop the skills, knowledge, and confidence to participate in the HIPPY program and for the coordination of day-to-day activities. This position has no supervisory responsibilities.

This position works closely with other members of the Children and Family Services and maintains regular contact with other program staff to ensure effective outcomes to ensure that eligible Age 3 and Age 4 Aboriginal and Torres Strait Islander children in the HIPPY catchment areas have access to a home-based early learning programs to prepare and support them through the transition to primary school.

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Key Responsibilities include:

1. Meet with HIPPY parents on a regular basis to deliver the program, using the HIPPY tools, as per the HIPPY Guidelines whether in the home or at a gathering.
2. Assist families to provide feedback about the program by regularly collecting and documenting feedback from families.
3. Assist the HIPPY Coordinator, with the preparation of HIPPY activity packs, resources and facilitation of gatherings and in all other regular HIPPY activities.
4. Participate in pre-service training, regular training sessions and professional development activities including relevant industry training set, organised and delivered by the Coordinator or organised by the HIPPY provider or HIPPY Australia.
5. Maintain appropriate records, including completion of national and local HIPPY forms and return within the same day to the Coordinator.
6. Participate in organisational and community activities to advance the health and wellbeing of Aboriginal and Torres Strait Islander people.
7. Work within Wuchopperen's Policies and Procedures including the Staff Code of Conduct and the Work Health and Safety requirements and contribute to continuous improvement processes to ensure compliance with relevant standards and safe, effective service delivery.
8. Other duties as required, within your skills, experience and capacity.

Other Requirements

- Willing to commit to work within the HIPPY program for a maximum of two years.
- The Tutor is encouraged to take up a Traineeship or certificate during their employment with the HIPPY program.
- Home Tutor positions are casual with work generally undertaken for a minimum of 34 weeks per year.
- It is a condition of employment in this role for the employee to be, and remain, vaccinated against measles, mumps, rubella, varicella (chicken pox), pertussis (whooping cough) and hepatitis B.
- We recommend for the employee to be vaccinated against COVID-19.
- Consent to a broader criminal history check at Wuchopperen's cost.
- It is a condition of employment that all employees are holders of a current and valid 'Blue Card' or Working with Children Check, this is at your cost, employment cannot continue or commence if you do not have a 'blue card' or broader criminal history check if your 'Blue Card' is withdrawn or is disqualified.
- Possession of a current Queensland "C" class driver's licence is essential.

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- Commitment to work within the principles of Aboriginal and Torres Strait Islander community control including a willingness to develop the leadership of Aboriginal and Torres Strait Islander staff.
- Ability to use Microsoft products and the ability to use or willingness to gain proficiency in the client information management systems.

Additional information:

- A non-smoking policy is effective in Wuchopperen's buildings, offices and motor vehicles on all Wuchopperen grounds, across all sites.
- Wuchopperen has a six (6) month probationary period for new employees.
- Employees may be required to work outside of core business hours from time to time.
- Demonstrated commitment to ongoing self-development with a focus on qualifications/skills upgrade.
- Applications must be received by 5 pm on the closing date and can be emailed to recruitment@wuchopperen.org.au