



## WESTERN REGION HEALTH CENTRE LTD

### POSITION DESCRIPTION

<b>Position:</b>	<b>Program Coordinator - HIPPY (Home Interaction Program for Parents &amp; Youngsters)</b>
<b>Location:</b>	<b>107- 139 Churchill Avenue, Braybrook</b>
<b>Job Status:</b>	<b>Part Time 0.6EFT (3 days)</b>
<b>Conditions of employment:</b>	<b>Relevant Award</b>
<b>Authority re Appointment:</b>	<b>General Manager Community Services &amp; Integration</b>
<b>Reports To:</b>	<b>Program Manager, Community Health</b>

### PROGRAM INFORMATION

The Home Interaction Program for Parents and Youngsters is a two-year program for four to five year olds, and provides for home tutors, books and associated educational resources to help parents improve children's school readiness. The program has been specifically designed to support and work with families experiencing disadvantage.

The Community Health Program within Western Region Health Centre incorporates Health Promotion, Allied Health, HACC, Aboriginal Health, HARP Diabetes Programs and specific project management. The program aims to maximize maximise the health and wellbeing of the Maribyrnong community, in the prevention and treatment of illness, and the provision of health promotion initiatives.

### POSITION REQUIREMENTS:

#### KEY RESPONSIBILITIES AND DUTIES

##### Program Development

- Recruit families and Home Tutors to participate in the program and to support their continuing involvement.
- Select, train and support HIPPY Home Tutors for the program.
- Develop resource and support the HIPPY Community Advisory Group.
- Liaise within the local community, including other early childhood service providers, local community organisations and local government
- Co-operate with current research projects, and participate in additional research and evaluation as required.

##### Program Implementation and

- Co-ordinate the implementation of HIPPY in Braybrook to ensure efficient and effective program delivery.

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**Date Revised:** *21/10/09*

### **Administration and Reporting**

- Maintain appropriate and effective administrative systems, including regular reporting, HIPPY database and all HIPPY Australia required documentation.
- Prepare reports and other documentation for HIPPY Australia within set timelines
- Ensure Western Region Health Centre policies and procedures are followed, including Occupational Health and Safety protocols, Privacy and Confidentiality.
- Supervise and support volunteers as appropriate.
- Participate in regular Western Region Health Centre and HIPPY staff meetings and professional development opportunities.

### **Staff Supervision**

- Provide support and supervision of HIPPY staff, paid and unpaid.
- Ensure all staff are aware of Human Resources practices.
- Participate in Performance Development and Review on an annual basis.
- Keep line manager informed of all staffing issues.

### **Financial**

- Work with the line manager to monitor and participate in the preparation of the site budget.
- Keep the line manager informed of budget performance.
- In consultation with manager to seek and apply for additional funding.

### **General Organisational Requirements (standard)**

- Participate in strategic planning and development activities as required.
- Participate in WRHC Research & Evaluation projects as required
- Report on all areas of responsibility against performance targets as required.
- Undertake specific projects or tasks as directed by Team Leader, Community Health or Program Manager, Community Health
- Maintain information systems on relevant resources and implement relevant administrative procedures and systems.
- Participate in regular supervision meetings and an annual Individual Development Review process with the Team Leader, Community Health
- Maintain and develop standards of practice and skills by pursuing internal and external professional development opportunities.
- Promote and represent the Centre as a caring, professional, and client-focused organisation, and its range of primary health and social support services.
- Adhere to Workplace Health Safety and Well Being standards within the organisation.
- Participate in the identification of risks to the program and organisation.
- Adhere to all Centre policies and procedures

### **Commitment to the philosophy of Western Region Health Centre (standard)**

- Commitment to the philosophy expressed in the centre's vision, goals and values statements
- Commitment to work within a community focused whole of population health approach, recognising the importance of providing a medical model within a holistic health response
- Commitment to working within a service which includes targeting of marginalised communities
- Commitment to providing services in a manner that is sensitive to the cultural background of clients.

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## KEY SELECTION REQUIREMENTS

Applications are invited from suitably qualified and experienced people addressing the following areas:

### KEY SELECTION CRITERIA:

1. Experience in working in an early childhood (0-8 years) service or system and strong foundations in early childhood development and/or early intervention programs for children and their families
2. Knowledge of and experience working with families who are often disadvantaged.
3. Knowledge of and experience in working to support adult learners
4. Knowledge of and experience working with children and families, particularly in disadvantaged communities including Indigenous and newly arrived/ refugee communities
5. Successful experience in working with local communities and building local networks and relationships with service providers
6. Successful experience leading and managing a team of paid and unpaid staff and working with autonomy
7. Excellent written and oral communication skills, including using interpreters and translators, multilingual documentation and computer literacy skills (Microsoft Word essential)
8. Strong administrative, organisational and time management skills
9. Experience in budgets, accountability and reporting

### QUALIFICATIONS

Education, Early Childhood, Community Development, Bachelor of Social Work, Diploma of Welfare Studies or equivalent qualifications in a related discipline appropriate to the coordination of child, youth family and community services.

### DESIRABLE EXPERIENCE OR QUALIFICATIONS

- Pre-school and/or primary curriculum expertise
- Adult Education Qualifications (eg Certificate in Workplace Assessment)
- Understanding of, and familiarity with, people and community in Braybrook.

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<b>OTHER RELEVANT INFORMATION</b>
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- WRHC is an equal opportunity employer
- **Pre-Existing Condition Declaration**  
Prior to any person being appointed to this position it will be required that they disclose full details of any pre-existing injuries or disease that might be affected by employment in this position
- **Proof of Right to Work in Australia**  
Documentation that proves the right to work in Australia will be required prior to appointment
- A pre-employment police check is mandatory for all new employees
- **Working with Children Check** - Appointment to the position will be subject to a satisfactory Working with Children Check
- Probation period of three (3) months
- Employees are requested to comply with the Centre's policy on staff immunisation

**ORGANISATIONAL RELATIONSHIPS**

**Reports to:** Program Manager, Community Health

**External:** HIPPY Australia

Employee signature: \_\_\_\_\_

Employee name: \_\_\_\_\_ Date: \_\_\_\_\_

Manager signature: \_\_\_\_\_

Manager name: \_\_\_\_\_ Date: \_\_\_\_\_