

## Position Description

<b>POSITION TITLE</b>	HIPPY Helper	
<b>DIRECTORATE/SERVICE/PROGRAM</b>	Client Services Early Years HIPPY Geelong	
<b>REPORTS TO</b>	HIPPY Leader	
<b>DIRECT REPORTS</b>	NIL	
<b>CLASSIFICATION:</b> SCHCADS Welfare Work (Unq) Level 2	<b>EMPLOYMENT TYPE:</b> Part Time Fixed Term	<b>LOCATION:</b> Geelong

### ORGANISATIONAL OVERVIEW

Barwon Child Youth & Family's (BCYF) vision is for 'a community where people are safe, connected and empowered to live well.'

BCYF is an independent, not-for-profit community service organisation that provides, delivers and develops services, where the need exists, that advance the rights and well-being of children, young people and their families.

BCYF has a breadth of services ranging from prevention and early intervention, to complex care, which are delivered via a significant client services platform. BCYF is also the parent company of its subsidiary 'BAYSA', a registered housing provider of a range of accommodation and community support programs.

Governed by a Board of Directors and supported by an experienced leadership team, BCYF employs more than 300 staff and is committed to achieving its strategic priorities of service excellence, social impact and organisational sustainability. BCYF is committed to providing a safe and friendly environment for children and young people.

BCYF is an equal opportunity employer and encourage individuals of diverse backgrounds including but not limited to those from Aboriginal and Torres Strait Islander, Culturally and Linguistically Diverse communities or applicants with a lived experience of disability to apply. Reasonable adjustments will be made for people with disabilities where operationally viable.

### POSITION PURPOSE

The Home Interaction Program for Parents and Youngsters (HIPPY) is a two-year early childhood enrichment program implemented across three BCYF sites, Geelong, Winchelsea and Colac. It aims to build the confidence and skills of parents and carers to create a positive learning environment to prepare their child for school.

The HIPPY Helper is to develop and deliver appropriate play activities, and facilitate play between children attending the HIPPY Parent Group sessions.

*The key objectives of this role are:*

- Facilitate child-related play activities and provide support for children while parents/carers participate in other HIPPY activities and discussions
- Set up simple open-ended play activities in the group setting.
- Support children to interact with activities and each other, safely and respectfully.
- Support with the development of children's emotional regulation and social development

## KEY ACCOUNTABILITIES & DUTIES

<b>Key Accountabilities &amp; Duties</b>	<b>Measurable Outcomes</b>
<p><b>Program Requirements</b></p> <ul style="list-style-type: none"> <li>• Assist the HIPPY team to create a group environment that is welcoming, safe, calm and supportive of children’s play and social development.</li> <li>• Meet and greet children and families attending the fortnightly groups, assisting with making connections with others.</li> <li>• Review HIPPY Group sessions and plan for the following week considering the needs of individual children.</li> <li>• Being available before and after each HIPPY</li> <li>• Group session to set up and then pack down the activities and play equipment.</li> <li>• Assist with the management of morning tea and good hygiene practices.</li> </ul>	<ul style="list-style-type: none"> <li>• <i>Plan and facilitate age appropriate and open ended activities for children at fortnightly HIPPY Groups ensuring children’s interests are being met</i></li> <li>• <i>Consistently present well developed interpersonal skills including a warm, welcoming, friendly, and approachable manner toward participating families and develop nurturing relationships with children.</i></li> <li>• <i>Meet with HIPPY Leader after each group, maintaining phone contact at other times as required.</i></li> <li>• <i>Arrive 30 minutes before start of group to set-up and allow 30 minutes after group to pack up.</i></li> <li>• <i>Ensure morning tea is scheduled at an appropriate time within the group, supporting families with hand washing.</i></li> </ul>
<p><b>Professional Practice</b></p> <ul style="list-style-type: none"> <li>• Work cooperatively and under direction where required as well as have the ability to work independently and show initiative.</li> <li>• Demonstrate strong personal/professional boundaries as evidenced by confidentiality, leaving personal problems at the door, seeking assistance as required and be task focused</li> <li>• The ability and interest to model positive strategies when dealing with children’s behaviour or restrictions.</li> </ul>	<ul style="list-style-type: none"> <li>• <i>Participate in one supervision session per month for one hour with HIPPY Leader. Undertake professional training as required.</i></li> <li>• <i>Follow BCYF’s Code of Conduct at all times.</i></li> <li>• <i>Use strength based approach when working with children and families, using redirection strategies to support positive behaviour.</i></li> </ul>
<p><b>Organisational Accountabilities &amp; Duties</b></p> <ul style="list-style-type: none"> <li>• Other reasonable duties as directed</li> <li>• Active involvement in the application of BCYF’s quality and risk management frameworks</li> <li>• Comply with the standards of a child safe organisation in both practice and culture</li> <li>• Active involvement in professional development to build theoretical knowledge and practice capability</li> </ul>	<ul style="list-style-type: none"> <li>• <i>Demonstrated participation in continuous quality improvement and risk management activities</i></li> <li>• <i>Adherence with Child Safe Standards.</i></li> <li>• <i>Demonstrated participation in professional development activities.</i></li> </ul>

## KEY STAKEHOLDERS

- HIPPY Team and BCYF staff
- Children and Families
- Partnering Organisations
- Local Service Providers
- Relevant Community Organisations

## ORGANISATIONAL VALUES & BEHAVIOURS

Our Values	Expected Behaviours
<b>INTEGRITY</b> <i>I am respectful, accountable and professional</i>	<ul style="list-style-type: none"> <li>• I treat others with respect.</li> <li>• I demonstrate resilience and contribute to a positive workplace culture.</li> <li>• I reflect on my actions and practices and respond to constructive feedback.</li> <li>• I ensure that the organisational values and behaviours are reflected in my work.</li> <li>• I build strong professional relationships with colleagues, clients and partners</li> </ul>
<b>COMMITMENT</b> <i>I am dedicated to achieving positive outcomes</i>	<ul style="list-style-type: none"> <li>• I seek continuous improvement and solution based practises and outcomes.</li> <li>• I accept the accountabilities associated with my role and performance.</li> <li>• I embrace new ideas, methods and systems.</li> <li>• I take pride in my work and contribute to positive change.</li> <li>• I adapt when required and am flexible to changes in my role.</li> </ul>
<b>INCLUSION</b> <i>I involve colleagues, clients and partners in my work</i>	<ul style="list-style-type: none"> <li>• I engage and listen to clients and their families in planning and decision making.</li> <li>• I embrace opportunities to participate in organisational development.</li> <li>• I collaborate positively within my team and across the organisation.</li> <li>• I share my knowledge, achievements and learnings both internally and externally.</li> <li>• I recognise the strength that diversity brings to our workforce and community.</li> </ul>

## OHS RESPONSIBILITIES

The Board of Directors and Executive Management Team recognise the moral and legal responsibilities in providing a working environment for its employees, volunteers, contractors, visitors, the general public and those whom we serve (our clients), that is safe and healthy.

BCYF promotes a safety culture throughout the organisation that ensures that every employee actively participates in the health and wellbeing of themselves and their co-workers. All employees are expected to embrace this culture in line with the values of the organisation. All staff are expected to be aware of and participate in their duty of care in the workplace as outlined in induction and organisational policies.

## PHYSICAL REQUIREMENTS & ENVIRONMENTAL CONDITIONS OF THE ROLE

The following table identifies the physical and psychological work environment characteristics that are inherent requirements of the role. Where possible, BCYF will make reasonable adjustments to enable individuals with disabilities to perform the essential functions of their roles.

<b>Required activities / working environment</b>	<b>Frequency</b>
<b>Computer based tasks, sedentary position, office based</b>	Rarely
<b>Repetitive manual tasks</b>	Sometimes
<b>Driving, in &amp; out of vehicles</b>	Rarely
<b>Walking, climbing stairs, bending</b>	Often
<b>Working alone or at a co-located site</b>	Rarely
<b>Confrontational/confronting situations</b> <i>(Due to the nature of our work there may be times when staff are exposed to behaviour, language and/or situations that can be confronting)</i>	Sometimes
<b>Working outside in differing weather conditions</b>	Often
<b>Attending external locations including client homes</b>	Sometimes

*A signed pre-existing condition declaration form is required to be completed prior to commencement*

## KEY SELECTION CRITERIA

### Essential

- Previous experience in the HIPPY Program and attendance at HIPPY Group Meetings
- Skills and disposition to nurture children's development and confidence.
- An understanding of child development and relevant play activities.
- Ability to work in a team and independently.
- Ability to attend and work in a variety of community settings.
- A desire to learn, reflect, plan and use/develop initiative.
- Understanding of the purpose and expectations of the Victorian Child Safe Standards and demonstrated commitment to contributing to a child safe organisation in both practice and culture.

### Desirable

- Experience working with children and families from Culturally and Linguistically diverse backgrounds
- Understanding of child led play, following a child's lead and the value of creative, open ended play activities.

## EMPLOYMENT CONDITIONS

*Employees are required to read, understand and comply with all BCYF policies, procedures and reasonable direction, whilst demonstrating professional workplace behaviours in accordance with the BCYF's Code of Conduct.*

*BCYF is committed to being a safe and friendly organisation for children and young people and therefore require all employees to undergo and maintain a range of satisfactory checks as a condition of employment. These include:*

- *Working with Children Check*
- *National Police Check*
- *International Police Check (if required)*

## POSITION DESCRIPTION ACKNOWLEDGEMENT

I have read, understood and agree to comply with the above position description.

**Employee Signature:**

**Date:**