



Anglicare NT
PO Box 36506
Winnellie NT 0821
PH: 08-89850000
FAX: 08-89850001

EMPLOYMENT APPLICATION PACKAGE

January 16, 2012

Dear Intending Applicant,

RE: HIPPY COORDINATOR – KATHERINE
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Thanks for your interest in this position. This application package is provided to give you information about the position, salary and employment conditions and to clarify what we need you to include in your application for the advertised position.

The Opportunity

The opportunity to make a difference to empower is right here. To contribute to the development of the Home Interaction Program for Parent and Youngsters (HIPPY) Program in accordance with program objectives and funding guidelines.

Salary and Conditions

The position is a part time position classified as NT SACS Level 5.1 to 5.3 (\$49,388.25 to \$ 51,864.68 pa)

There is a potential opportunity to significantly increase your take home pay through salary packaging. Superannuation is set at 9% and there is the option of a generous salary packaging arrangement.

Hours

Hours are 22.8 hrs per week permanent part-time.

Operational Base

The position is based in Katherine.

Position Description

Please find enclosed a position description, which includes information on the nature of job tasks, key result areas, selection criteria and special conditions of the job.

Curriculum Vitae/Resume

You need to provide us with a comprehensive CV/resume, which includes relevant personal details, work history, qualifications, training and professional development activities, areas of interest and expertise along with supporting evidence regarding qualifications and certificates.

Selection Criteria

The selection criterion for this position is listed under Essential criteria of the attached position description. Please ensure you address these items. The information you provide should be clear, concise and most importantly relevant, so that the selection panel can readily assess your suitability for the role. You may also be asked to provide evidence to support your comments.

You should demonstrate to the selection panel your understanding of the requirements of the position and that you possess the knowledge, experience, skills, qualifications and aptitude required to successfully carry out the duties.

Please note only those applicants who best meet the criteria from the pool of applicants will be short listed for interview.

Referees and References

You need to provide the names and current contact details for three work related referees. They should be people who can provide information, comment on your recent and relevant work experience and/or validate claims you have made in your written application or may make at an interview.

Referees will not be contacted until you have been advised

Supporting Documents/ Attachments to your Application

Only send photocopies of supporting documents with your application to avoid loss or damage to originals. We may request to sight original documents at interview.

Contact Number

Provide a convenient telephone number and/or email address so we can contact you at short notice to attend an interview or if we have any queries regarding your application.

Written Applications

Just staple together all information so that it can be easily photocopied for selection panel members; you do not need to enclose/bind your application in a folder.

Applications are to be sent to and addressed as follows:

Sudarshana Fernando
Human Resources Officer
Anglicare NT
PO Box 36506
Winnellie NT 0821

Alternatively, applications can be faxed to 08-89850001 or emailed to :
sfernando@anglicare-nt.org.au

Please note the closing date for the receipt of applications is COB Tuesday February 07, 2012.

Yours sincerely

Sudarshana Fernando
Human Resources Officer

Position Description

Position Title:	Last reviewed:
Coordinator HIPPY Program - Katherine	16/01/2012
Position based in:	Position Type & Detail:
Katherine	Part time - 22.8 hrs per week (3 days)
Program Title:	Reporting To:
Home Interaction Program for Parent and Youngsters (HIPPY)	Team Leader – Katherine External – HIPPY Australia
Work Unit/Program Cluster:	Comments:

1. AGENCY STATEMENT

Anglicare NT is a significant provider of culturally relevant community services across urban, rural, regional and remote areas of the Northern Territory. Quality client services and innovative capacity building activities are underpinned by Community Development principles. In line with Anglicare NT's vision we aim to make a sustainable difference in the lives of Territorians. Anglicare NT is a community services agency of the Anglican Diocese of the Northern Territory and a member of the Anglicare Australia network.

2. PROGRAM OVERVIEW

The Home Interaction Program for Parents and Youngsters (HIPPY) 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. (A HIPPY brochure is provided in attachment 1)

3. SCOPE

This Site Coordinator position will coordinate the development of the HIPPY program at the Anglicare NT's site in the Katherine area. Key responsibilities include training, supervision and support of Home Tutors who are parents in the HIPPY program.

4. KEY RESPONSIBILITIES AND DUTIES

4.1 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.

4.2 Program Implementation

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

4.3 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 Anglicare NT policies and procedures are followed, including Occupational Health and Safety protocols.
- Ensure Anglicare NT policies and procedures are followed, including Privacy and Confidentiality.
- Supervise and support volunteers as appropriate.
- Participate in regular Anglicare NT and HIPPY staff meetings and professional development opportunities.

4.4 Staff Supervision

- Provide support and supervision of any future HIPPY staff, paid or volunteers.
- 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.

4.5 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.

4.6 General

- Comply with Federal, NT and Local Government legislation, regulations, permits and/or by laws.
- Adhere to Anglicare NT Policies and Procedures and general conditions of employment.
- Comply with funding contracts, operational guidelines, approved work plans, reporting requirements or task directives.
- Adhere to budgets, delegation levels and administrative and data collection and entry duties, ensuring procedural requirements are met in a timely manner.
- Comply with Anglicare NT's OH&S requirements; whilst also remaining vigilant in relation to any client/customer related behavioural risk and contribute to maintaining a safe work environment.
- Maintain confidential client, personnel and organisational information in line with legislative and organisational requirements.
- Work collaboratively with the Team to address service improvement requirements resulting from client complaints, stakeholder feedback and/or internal or external evaluation processes.
- Participate in organisational communications and development systems such as email, staff meetings, planning & review days, quality assurance and organisational promotions and events as required.

- Actively participate in supervision, performance reviews, professional development activities and training as required.
- Maintain time and attendance, leave and higher duty records in accordance with Anglicare NT's procedures and lodge within specified timeframes for each pay period.

5. AUTHORITIES

- The position has nil delegations.
- Number of persons supervised is 2
- Periodically assistance may be provided to students on field placements and/or new entrant employees gaining confidence/accreditation in their roles.
- Professional or task supervision for students may occur within this role as long as the proposed supervisor meets the supervision requirements of the relevant educational institution.

6. PERSON SPECIFICATION

Anglicare NT works from a Strengths Based framework in the delivery of its internal and external services. The Strengths Approach revolves around principles, processes and skills for sharing power & creating change. This approach has an emphasis on people's strengths and capacities and the person in this position must be committed to these principles and be willing to work within this framework.

The HIPPY Coordinator role requires a pro-active, enthusiastic person who has outstanding skills. The ability to prioritise tasks and meet strict deadlines is a required critical skill.

The person is expected to work in a small team environment and depending on organisational needs, there may be a requirement to visit other Anglicare NT premises or related business premises in order to conduct their role. The person may be required to work variable hours.

7. CRITERIA

Essential criteria

7.1 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.

7.2 Experience, Skills and Knowledge

- a) 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
- b) Knowledge of and experience working with families who are often disadvantaged.
- c) Knowledge of and experience in working to support adult learners
- d) Knowledge of and experience working with children and families, particularly in disadvantaged communities including Indigenous and newly arrived/ refugee communities
- e) Successful experience in working with local communities and building local networks and relationships with service providers
- f) Successful experience leading and managing a team of paid and unpaid staff and working with autonomy

- g) Excellent written and oral communication skills, including using interpreters and translators, multilingual documentation and computer literacy skills (Microsoft Word essential)
- h) Strong administrative, organisational and time management skills
- i) Experience in budgets, accountability and reporting.

7.3 Licenses, Certificates or Professional Registrations

- a) First Aid Certificate or willingness to obtain within 3 months.
- b) Working with Children Clearance (Ochre Card)
- c) NT Manual Drivers License.

Desirable criteria

7.4 Desirable Experience Or Qualifications

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

8. ACKNOWLEDGEMENT OF AGREEMENT

After discussions with the Executive Manager, or delegate, I agree that:

- This Position Description and attachments are an accurate and fair description of the role.
- I understand the expectations and requirements of the position.
- I acknowledge the nature of the program and operating context within which I will be working.

Incumbent signature:

Incumbent name: Date:

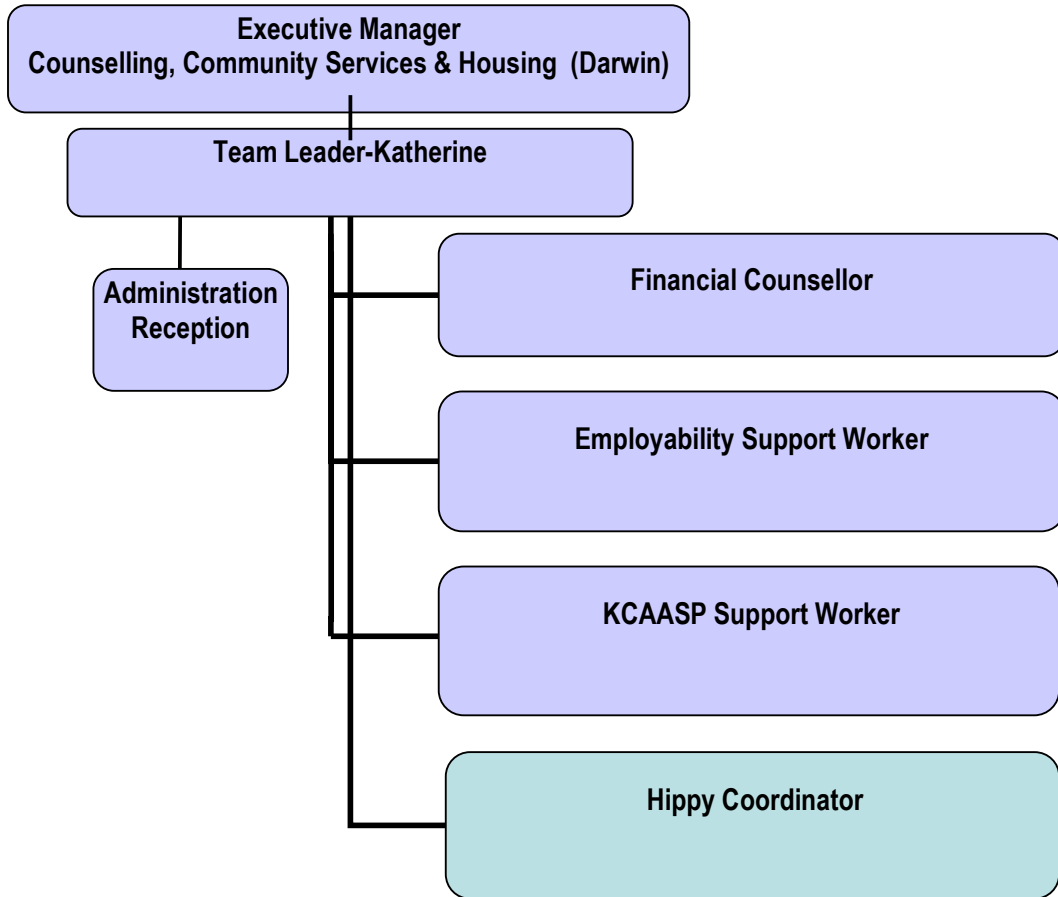
Witness signature:

Witness name: Date:

Position :

DOCUMENT APPROVAL	
Signed:	Date:
Name:	Role:
*Note must be signed and authorized by relevant member of the Senior Management Team	

KATHERINE STRUCTURE, REPORTING LINES



INTRODUCTION TO HIPPY



Home Interaction Program for Parents and Youngsters

What is HIPPY?

HIPPY is a two-year home-based early childhood enrichment program. It supports families the year before the child commences full-time schooling. It is a program that is delivered in the primary language of the family and/or English by home tutors through home visits and parent groups. Tutors are also parents participating in the program and members of the same community.

Where is HIPPY?

HIPPY is an international program with various sites throughout Australia. The HIPPY program started in Katherine in April 2010. Enrolments are being accepted now.

How will HIPPY help you?

HIPPY empowers parents to be their children's first teacher. HIPPY promotes school readiness and maximises the chances of a successful early school experience. HIPPY fosters parent involvement in school and community life. HIPPY builds self esteem.

How old does my child need to be to start HIPPY?

Children can start HIPPY if they are three and half to four years old.

How much does the HIPPY program cost?

Joining HIPPY costs nothing as this program is fully funded by the Australian Government's Department of Education, Employment and Workplace Relations (DEEWR).



Brotherhood of St Laurence
Working for an Australia free of poverty

The Brotherhood of St Laurence is licensed to operate HIPPY in Australia. HIPPY Katherine is funded by the Australian Government Department of Education, Employment and Workplace Relations through the Home Interaction Program for Parents and Youngsters.