



STATEMENT OF DUTIES

JOB TITLE: Home Tutor, HIPPY Cabramatta

AWARD: SACS Award, Community Services Worker Grade 1

SALARY: As per award

HOURS: Casual position, hours as required
This is a fixed term position ceasing December 2011

LOCATION: Homes and other facilities within Cabramatta

ACCOUNTABLE TO: Coordinator, HIPPY Cabramatta

1. DUTIES

Program Implementation

- a) Develop a relationship with families that will support the development of new skills and confidence in the parent.
- b) Organise and attend home visits for assigned families (a minimum of one visit per fortnight during a school term).
- c) Role-play HIPPY activities during home visits and parent groups to ensure that parents are familiar with how to do activities and are confident to complete the activities with their own child.
- d) Assist with the planning of the fortnightly group meeting.
- e) Support and encourage parents to maximise their participation in the HIPPY program and their attendance at parent groups.
- f) Resource and support parents with information as requested (where possible) and to refer families to the Coordinator where additional support is required.

Administration and Reporting

- a) Maintain records of children's participation in HIPPY and monitor and record family participation.
- b) Prepare weekly materials and equipment in readiness for home visits and group meetings.

- c) Other duties as directed by the Coordinator.
- d) Participate in annual performance appraisal.
- e) Comply with all Learning Links policies and procedures.
- f) Contribute to the maintenance of a safe workplace.
- g) Discipline issues will be addressed by Learning Links in accordance with their Grievance Policy.

Training

- a) Attend Learning Links induction and training as scheduled.
- b) Attend HIPPY Australia training as scheduled.
- c) Participate in weekly training with the HIPPY Coordinator.

2. CONFIDENTIALITY

- a) Not to disclose to any person at any time any confidential information about the operations of Learning Links including (without limiting the generality thereof) Learning Links' corporate knowledge or financial affairs. This restriction on disclosure of confidential information continues to apply in the event that employment by Learning Links ceases.