



## KWY Aboriginal Corporation Job Description

### 1. Role Details

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| Job Title  | HIPPY Coordinator (Onkaparinga).        |
| Start Date | As negotiated                           |
| Program    | HIPPY                                   |
| Location   | Onkaparinga.                            |
| Salary     | SCHADS 5.1/3                            |
| Job Status | 0.8 FTE/ Fixed Contract (January 2027). |
| Reports to | Senior Manager                          |

### 1. The Organisation and Program

#### **ABOUT THE HOME INTERACTION PROGRAM FOR PARENTS AND YOUNGSTERS (HIPPY)**

The Home Interaction Program for Parents and Youngsters (HIPPY) is an international program operating in several different countries including the USA, Canada and New Zealand. The Brotherhood of St Laurence holds the licence to deliver HIPPY in Australia and there are currently 100 HIPPY sites across Australia.

In Australia, HIPPY is a free, two-year, home-based early learning and parenting program that:

- empowers parents and carers to be their child's first teacher
- supports children to develop a lifelong love of learning
- offers employment to some HIPPY parents/carers through the Tutor role
- connects families to people, places and services in their local community.

To be eligible for HIPPY families need to:

- have a child who is three or almost three and who can participate in two years of HIPPY before starting full time school; and
- live in an area where HIPPY is delivered.

In the first year of HIPPY families learn play-based skills including ways to play and interact with their child that helps to create a positive and fun learning environment in the home.



In the second year of HIPPY families and children learn together at home in ways that support children to be confident and engaged learners at preschool and to have a positive start to full time school the year after they finish HIPPY.

**About KWY Aboriginal Corporation** has a Sublicence and Funding Agreement with the Brotherhood of St. Laurence to deliver HIPPY in Onkaparinga site.

The HIPPY Coordinator is accountable to the Senior Manager for facilitating the development and implementation of projects, programs, services and systems to support the department in achieving its stated goals and strategic direction.

## 2. Role Context

The HIPPY Coordinator is employed by KWY Aboriginal Corporation to oversee the day-to-day responsibilities for HIPPY in Onkaparinga site.

Every HIPPY Program has a specified Catchment Area and is coordinated and supervised by a trained professional. The Coordinator has the primary responsibility for all aspects of local HIPPY Program implementation and management. After taking part in the Coordinator Pre-service Training, the Coordinator implements the HIPPY model in the local community. Once trained, the Coordinator will be responsible for the supervision and training of HIPPY Tutors.

The HIPPY Program in Onkaparinga Catchment Area is a First Nations focused site ('focus site'). Focus sites prioritise the recruitment of, and delivery to, Aboriginal and Torres Strait Islander children and families. This position acknowledges the strengths of candidates who have a history with working with the local community and this position is preferential towards candidates who identify as Aboriginal and/or Torres Strait Islander.

This position has direct/indirect contact with children and/or vulnerable people. All relevant DHS Working with Children Check; DHS Working with Vulnerable Person's Check and National Police checks will be required before employment can be confirmed.

## 3. Essential Criteria

### ***Coordinator's role requirements***

A Coordinator is, at a minimum, expected to have the following skills and experience:

- a) appropriate education in 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;
- b) prior experience in successfully managing a community-based program;



- c) knowledge of, and experience in working with, Aboriginal and or Torres Strait Islander families and community within the Catchment Area
- d) knowledge of, and experience in working with culturally and linguistically diverse families.
- e) commitment and sensitivity to the needs and interests of the community and families being served.
- f) experience in working with local communities and building local networks and relationships with service providers.
- g) strong leadership potential.
- h) strong verbal and written communication skills; and
- i) experience in supervising and training staff.
- j) Must hold or be willing to obtain and keep current, Child Safe Environments Training (Through Their Eyes).
- k) Must hold a current South Australian driver's license and be willing and able to drive a work vehicle.

### ***Coordinator Responsibility***

The roles and responsibilities of the coordinator are set out in the HIPPY Manual, with the key management and requirements being:

- (a) employ, support, train and supervise Home Tutors to undertake Home Visits, delivery of the HIPPY Curriculum and foster employment and training pathways and participation in Pathways to Possibilities (P2P);
- (b) support the HIPPY Provider and Line Managers in management and planning and budget preparation and financial reporting where appropriate.
- (c) engage, recruit and retain families in the HIPPY Program at least to the targets set out in Schedule 2;
- (d) support Program Participants by facilitating regular HIPPY Gatherings, connection to local services, provide required HIPPY Materials to each Program Participant and specific support to Program Participants;
- (e) undertake accurate recording, monitoring and submission of data and communication to HIPPY Australia in accordance with this agreement;
- (f) participate and build networks and partnerships across the HIPPY network and local community;



- (g) regularly engage in an existing early years network group.
- (h) attend and organise events for recruitment and program awareness training; and
- (i) prepare for and participate in quality, support and assessment visits as required by HIPPY Australia.

#### 4. Desirable Characteristics

- Strong understanding of Narrative Principles of practice with emphasis on Aboriginal and Torres Strait Islander Communities.

#### 5. Roles and Responsibilities

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| Direct Service Work | <ul style="list-style-type: none"> <li>• Undertake case plans, risk assessments and safety planning.</li> <li>• Working within a multidisciplinary team collaboratively and under direction of the Senior Manager</li> <li>• Adhere to legislative requirements that inform the work of KWY.</li> <li>• Promote and implement quality service responses that are underpinned and informed by KWY values and service delivery model.</li> <li>• Work collaboratively with KWY staff, consumer groups and services within the domestic and Aboriginal family violence and homelessness network.</li> </ul>                                                                                                                                                                                                                                                                                       |
| Administration      | <ul style="list-style-type: none"> <li>• Keeps all necessary records in accordance with KWY policies and procedures.</li> <li>• Assists in the production of reports regarding program progress and results.</li> <li>• Prepare for and actively participate in regular supervision sessions and professional development and training.</li> <li>• Assists in relevant development of training procedures under the direction of the Senior Manager.</li> <li>• Provide timesheets, travel logbook, worker expenses and other administration data according to organisational policy and procedures.</li> <li>• Work within budget parameters for worker expenses, petty cash, and mobiles phones.</li> <li>• Collect client data in keeping with professional and KWY organisational standards.</li> <li>• Undertake other administrative and office management tasks as required.</li> </ul> |



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|                                                 | <ul style="list-style-type: none"> <li>Practice self-care strategies and apply safety procedures in all work practices.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Team Member                                     | <ul style="list-style-type: none"> <li>Sets and maintains high standard of teamwork.</li> <li>Maintain team boundaries and confidentiality in a professional manner.</li> <li>Displays a commitment to open communication.</li> <li>Completes assigned tasks on time and to required standard.</li> <li>Takes responsibility for own work.</li> <li>Manages own workload and workflow to achieve the position's purpose.</li> <li>Openly supports and respects diversity within the KWY team.</li> <li>Attends regular staff meetings and forums.</li> </ul> |
| Agency Representation and Community Development | <ul style="list-style-type: none"> <li>Represent the program in a professional manner.</li> <li>Acquire a working knowledge of other agency roles and mandates.</li> <li>Contribute to community development and programs in the local area that are relevant to the client group</li> </ul>                                                                                                                                                                                                                                                                 |
| Stakeholder Engagement                          | <ul style="list-style-type: none"> <li>Build relationships with stakeholders.</li> <li>Attend meetings with stakeholders.</li> <li>Conduct consultation with a variety of stakeholders and staff.</li> <li>Establish and maintain open and effective communication channels and working relationships with management and stakeholders.</li> <li>Undertake specific tasks allocated by your Line Manager relating to the promotion of the service and the enhancement of the partnership between the team and key stakeholders.</li> </ul>                   |
| Reporting                                       | <ul style="list-style-type: none"> <li>Submitting high quality reports as required.</li> <li>Ensure that all client contact and engagement are appropriately documented and recorded on the data management system</li> </ul>                                                                                                                                                                                                                                                                                                                                |
| Contribute to Culture                           | <ul style="list-style-type: none"> <li>Actively participate and contribute to responsible and safe work practices.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                |



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|       | <ul style="list-style-type: none"> <li>• Embrace diversity and cultural differences in the workplace.</li> <li>• Be aware of Aboriginal cultural practices and/or differences and seek cultural consultation to promote inclusive practice.</li> <li>• Attend cultural supervision.</li> <li>• Identify personal learning needs and give feedback on the service including the identification of gaps and areas for improvement.</li> <li>• Contribute to the development and maintenance of a positive, supportive, and collaborative team environment.</li> <li>• Follow the direction of and have an open line of communication with line management.</li> <li>• Understanding and adhering to all KWY policies and procedures.</li> </ul> |
| Other | <ul style="list-style-type: none"> <li>• Fulfil other duties as required by management and other department personnel as requested/required.</li> <li>• The above list is not exhaustive, and the role may change to meet the overall objectives of the company.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

**6. KWY Staff are required to work in accordance with the legislative and professional requirements including:**

- Children and Young Persons (Safety) Act 2017
- Government of South Australia-interagency Code of Practice 2001
- Professional Practice Standards consistent with the area of practice

| Chief Executive Officer | Chief Executive Officer Signature | Date       |
|-------------------------|-----------------------------------|------------|
| Craig Rigney            |                                   | 24/11/2025 |