

JOB DESCRIPTION

Home Instruction for Parents of Preschool Youngsters (HIPPY) Program Coordinator

HIPPY is an early childhood enrichment program which works with newcomer parents of children aged 3-5. Through regular home visiting and group activities, parents are provided with the materials, skills and confidence to enable them to better help their children prepare for a successful start to school life.

The HIPPY Coordinator role oversees and coordinates the day to day operations for the program. The Coordinator has the primary responsibility for all aspects of implementation and management of the program, which includes family recruitment and facilitating the effective promotion of the program throughout the broader community.

The HIPPY Program Coordinator directly reports to the Family and Community Supports Manager to ensure quality and seamless service for clients.

Primary Duties & Responsibilities

- Support new site in the start-up phase through program implementation, including the recruitment of families, and assessment and enrollment
- Advertise for the program
- Recruit and select eligible HIPPY families and Home Visitor Staff
- Supervise and train Home Visitors, which may include planning appropriate staff development
- Execute HIPPY program in accordance with the terms specified in the contractual agreement and in line HIPPY licensing
- Making periodic Home Visits
- Complete and submit monthly narrative reports to the Family and Community Supports Manager as well as meeting other reporting requirements through an internal database system (ETO and Better Outcomes)
- Ensures the planned numbers of families are recruited for each year's intake.
- Planning and preparing for initial and regular site visits by Mothers Matter Centre staff
- Plan and coordinate biweekly parent group meetings and activities that include role-playing the subsequent week's activity packet
- Establish effective partnerships with other local and national organizations to ensure optimal service delivery for participating families
- Connect and liaise between HIPPY sites and partner organizations, and act as a spokesperson for the local HIPPY program.
- Attend trainings and meetings as required by the position

Qualifications

- University Bachelor's Degree related to Early Childhood Education, Social Work, or related field

- At least 2 year's experience in an educational type role
- Experience in a multicultural setting an asset
- Proficiency in an additional language an asset
- Personal experience as a parent or caregiver an asset
- Knowledge of leadership and management principles and practices
- Ability to work independently, without a lot of supervision, as well as a part of a team
- Excellent organizational skills
- A clear criminal record check with vulnerable sector mandatory
- First Aid & CPR certified

Work Conditions

- Full-time – 37.5 hours/wk.
- Regular work schedule Monday-Friday 8:00AM-4:30PM
- \$21-27/hr.