**CHILDREN’S SERVICES COUNCIL OF MARTIN COUNTY**

**JOB DESCRIPTION**

**Position Title:**  HIPPY Home Visitor

 (**Home Instruction for Parents of Preschool Youngsters)**

**Salary Range:** $16-18 per hour DOQ

**Reports To:** HIPPY Coordinator *(Bilingual required)*

**Status:** Hourly/Non-exempt, Part Time scheduled up to 28 hours per week

HIPPY (**Home Instruction for Parents of Pre-School Youngsters**) prepares parents to become their child’s first teacher in the home and encourages parent involvement in school and community to maximize the chances of successful early school experiences. This takes place through:

* Weekly home visits to role-play learning activities for parents and children to complete together;
* Monthly family events to introduce families to community resources and share information about child development; and
* Referrals to supportive services

**Job Summary:**

**Home Instruction for Parents of Preschool Youngsters** (HIPPY) is a home visiting model that focuses on parent-involved and parent-directed early learning. HIPPY services are offered to parents, who then work with their own 2- through 5-year-old children.

HIPPY Home Visitors will role play the curriculum each week with families who have children (ages 2-5), hired from within the community and is a representative of the people therein. Home Visitors participate in basic HIPPY training/orientation before beginning the program year. Home Visitors must have sound communication, time management, be problem solvers, adhere to deadlines and have strong organizational skills. Home Visitors should be personable and enthusiastic about working with parents and young children. Part Time HIPPY Home Visitors must be able to accommodate an average work schedule of 28 hours/week, Home Visitors must have strong computer skills including data entry, using Zoom conferencing and other online meeting platforms. In-person weekly services, Home Visitors should have reliable transportation to meet families in their homes weekly. A Part Time HIPPY Home Visitor is expected to:

* Visit up to 15 families weekly – teaching the HIPPY curriculum to parents and offering resources
* Deliver HIPPY instruction to participating families and Recruit families primarily within the communities of Port Salerno and Indiantown.

This position requires a flexible work schedule which will require some nights and weekends.

This position will temporarily be housed at Children’s Services Council of Martin County until an agency is selected to provide the program.

**Essential Functions:**

* Meets with the coordinator and HIPPY team on a weekly basis to role play the next week’s material and to report on the progress of the HIPPY families assigned
* Be comfortable visiting families in their homes weekly
* Participates and assists in all HIPPY-sponsored activities (i.e., group meetings, special programs, etc.)
* Collects activity sheets (pull pages) on a weekly basis, as examples of children’s work and monitor family progress.
* Participates in HIPPY staff development programs locally, regionally, and nationally
* Assists supervisor in maintaining an efficient record keeping system of participating families through the online database
* Pursues professional growth opportunities and career training
* Discusses sensitive or stressful information calmly and empathetically, both with clients and professionals
* Consistently demonstrates good judgment, thoroughness in evaluating, reporting, and documenting potential child abuse situations in fulfilling suspected child abuse reporting responsibilities.
* Acts professionally, including always maintaining appropriate confidentiality of client and agency records
* Immediately informs supervisor / Human Resources of situations in which the Agency, its staff and/or its clients may be at risk for liability and/or other litigation exposure.
* Maintains positive, productive relationships within the Agency, as well as in the community.
* Communicates appropriately and effectively in both nonverbal and verbal styles with all children, co-workers, parents, and colleagues.
* Can legibly, accurately, promptly and thoroughly complete all paperwork and documentation.
* Successfully completes and demonstrates competence in all required probationary and annual training programs, applies knowledge in work efforts.
* Consistently exhibits respectful, positive behaviors towards the children, their families, colleagues, and visitors, have a good rapport and trust-building skills.
* Reports for scheduled shift on time, in proper attire and prepared to assume duties
* Attends and participates in required meetings
* Follows proper time-recording procedures and policies for reporting sick or absent.
* Maintains the confidentiality of client, department, and medical records as per HIPAA requirements always.
* Always adheres to Agency policies and procedures.
* Consistently exhibits respectful, positive behaviors towards providers, colleagues, and visitors.
* Makes efficient use of work time, looks for opportunities to continuously improve the work process and seeks additional responsibilities.

**Qualifications**

Minimum High School Diploma with early childhood knowledge or experience in field related to job responsibilities is highly recommended.

Must be proficient in Microsoft Office including Word, Excel and Outlook. Proficient in data entry.

Training provided in delivering the HIPPY Curriculum, to fulfill Certification with the HIPPY Program.

Continued Professional Development training will be provided.

**Other**

Certificates, Licenses, Registrations:

Valid Florida Driver’s License, reliable transportation and proof of auto insurance required

Language Skills: Must have the ability to read and interpret procedures written in English, the ability to type reports and business correspondence in English, and the ability to effectively communicate in English.

Must be able to work collaboratively with others in a team environment and respect the perspectives and contributions of all (staff, families, community members, etc.) are crucial to this community-based role.

Candidates with a strong connection to Port Salerno and/or Indiantown are preferred.

Mileage is reimburseable.

**Knowledge, Skills and Abilities**

Most possess excellent team building skills, along with the ability to work with subcontracted collaborative partners.

**Physical Activity and Working Conditions**

This position requires sitting, reaching, repetitive motion, talking, finger dexterity, hearing, and visual acuity.

The employee must travel to off-site facilities, visiting homes and agencies throughout the service area and participate in off-site meetings and conferences. Employee must be able to travel rain or shine, however in the event of severe weather travel will be canceled.

The employee is subject to inside office environment conditions. There is protection from weather conditions but not necessarily from temperature changes.