



To apply please call 940-322-8638

Title: HIPPIY Home Visitor

Status: Part-time, up to 20 hours per week, nine months September through May, per year. Weekends and evenings may be required.

Reports to: HIPPIY Coordinator

Grant Funded: Yes

Primary Purpose:

The primary purpose of the Home Instruction for Parents of Preschool Youngsters or “HIPPIY” Home Visitor is to engage parents and caregivers enrolled in the HIPPIY program in a developmentally appropriate curriculum, that features role play as the method of teaching. Through home visits and community group meetings, the Home Visitor works directly with caregivers to improve outcomes for preschool children.

About HIPPIY:

HIPPIY is a free home-based, family-focused program that helps parents provide educational enrichment for their preschool child. The HIPPIY Home Visitor is supervised by a professional coordinator. The Coordinator meets weekly with the Home visitor to practice role playing the HIPPIY materials, to discuss the challenges and successes from the previous week's activities, and to explore how to continue to improve outcomes for preschool children.

Major Responsibilities & Duties:

- 1) HIPPIY Home Visitor is required to follow all HIPPIY regulations, policies, requirements, and all other assigned duties.
- 2) Meet with coordinator and other HIPPIY staff in weekly sessions to better understand the curriculum.
- 3) Meet with each parent or caregiver weekly in their homes or a mutually agreed upon site to role play the curriculum and increase parent or caregiver educational interaction with their child.
- 4) Record and create a home visit or site visit report on each family's progress during weekly meetings.
- 5) Maintain confidential family files (forms, pull pages, referrals, enter Visit Tracker data, etc.).

- 6) Establish home visiting scheduling; complete and record progress reports accurately; keep notes and inform the coordinator of any problems, concerns, or questions.
- 7) Participate in all required HIPPY functions (group meetings, field trips, etc.)
- 8) Attend staff development as deemed necessary by HIPPY policy and/or the Coordinator, for the purpose of ongoing training. Out of town travel is required for some trainings.
- 9) Perform HIPPY required pre and post assessments on the HIPPY child or children and pre and post surveys for parents and caregivers.
- 10) Assist in other tasks, as requested by Coordinator and/or Director of Texas Home Visiting.

Education & Experience Requirements:

- 1) High School Diploma, or GED Equivalency
- 2) Parent of a HIPPY 3, 4, 5-year-old child
- 3) Experience in social services or customer service desirable but not required
- 4) Bilingual Preferred

Special Knowledge/ Skills:

- 1) Highly organized and accountable.
- 2) Independent, self-motivated worker.
- 3) Able to learn and understand and incorporate the three roles of a parent educator: partnering, facilitating, and reflecting into daily practice with families.
- 4) Able to establish rapport with families and empower them by building on their strengths.
- 5) Competent with computer skills; including web browsing, e-mail, Internet, and word-processing.
- 6) Use trainings to improve performance and leadership skills.
- 7) Team Player.
- 8) Able easily to build relationships and gain the trust of parents or caregivers of preschoolers.
- 9) Able to keep information confidential and maintain highest standards of ethical conduct.
- 10) Ability to use basic Microsoft Office suite and learn new skills as required.
- 11) Must have reliable transportation, proof of auto insurance, valid driver's license and be willing to travel as needed.
- 12) Must complete a Department of Family and Protective Services Background check.
- 13) Must be eligible to work legally in the United States.

Disclaimer: Critical features of this job are included in the job description. They may be subject to change at any time due to reasonable accommodation or other reasons. The above statements are strictly intended to describe the general nature and level of the work being performed. They are not intended to be construed as a complete list of all responsibilities, duties, and skills required of employees in this position.