

Job Description

Title: HIPPY Home Visitor
FLSA Status: Non-Exempt
Date: October 2015

Department: Quality Programs
Reports to: Director Quality Programming
Approved: Lidia Clarke

Job Summary:

HIPPY Home Visitors deliver HIPPY services according to the HIPPYUSA model primarily in the home of assigned families. Home Instruction for Parents of Preschool Youngsters (HIPPY) is an evidenced-based program that works with families in the home to support parents in their critical role as their child's first and most important teacher. The HIPPY model is designed to utilize and support paraprofessional home visitors. In this role, home visitors provide support within their communities to parents of similar backgrounds. This peer relationship makes HIPPY unique. Experience shows that home visitors from the target population are able to more easily develop rapport, as well as establish trusting relationships, both of which are particularly important when working with "hard to reach" or "vulnerable" families. Each home visitor serves from 10 to 15 children (part-time/20 hours) or 20 to 25 children (full-time/40 hours) Candidates must have their own vehicle and/or reliable transportation, 80% driving required.

Essential Duties and Responsibilities:

- Provides services for HIPPY participants in the home, at group meetings, and special events.
- Provides interim-services to participants, who may otherwise have to be inactive, during periods of staff recruitment.
- Recruits parents to participate in the program.
- Enters home visit progress, home visit scheduling, and relevant case documentation in the client file accurately.
- Completes and submits program measurement tools at required trigger points.
- Completes and submits weekly billing documentation and submits change in participant demographic or level of activity as needed.
- Attends required HIPPY staff meetings weekly and HIPPY advisory committee meetings.
- Enters client data in Efforts to Outcome database (ETO)
- Assists with data collection, reporting and other office/clerical requirements as directed by the HIPPY Coordinator.
- Participates in all HIPPY sponsored activities including group meetings.
- Keeps HIPPY Coordinator and Director informed of all tasks and projects.
- Assists Director with special projects.
- Serves as a customer service role model to ensure a positive relationship in interactions with all clients and employees.
- Must be able to be at work on a consistent basis with regular attendance and punctuality, and be willing and able to handle all the duties and responsibilities of this position on a daily basis.
- Performs other duties that may be necessary to maintain the success of the organization.
- Performs duties as needed and/or requested to support and maintain accreditation standards and continuous quality improvement of the organization.
- Develop and demonstrate a knowledge of adult learning styles and the ability to engage adult learners in the HIPPY Curriculum
- Deliver training (in a variety of formats: in person, webinar, etc.) as need for the community
- Verify information on HIPPY applications and eligibility documentation
- Knowledge of Early Childhood needs a plus.
- Ability to work collaboratively with diverse population
- Ability to work independently and organize activities essential to the position
- Performs related duties as required.

Skills and Abilities:

- Strong organization skills
- Accountability
- Adaptability
- Ability to predict agency needs
- Problem Solving
- Verbal and Written Communication Skills
- Bilingual strongly preferred

Qualifications:

- High School Diploma or equivalent, Bachelors strongly preferred.
- 1-2 years experience in childcare or other early learning field.
- Proficient in Microsoft Word/PowerPoint/Excel
- Ability to facilitate a group.
- Dedicated hard worker with ability to report to work on a daily basis.
- Active listening skills.
- Attention to detail.
- Ability to cooperatively work with others.
- Self-motivated.
- Ability to complete records accurately and timely.
- Customer service driven.
- Excellent phone skills.
- Excellent communication skills.
- Requires a valid Florida Driver's License, a good driving record and automobile insurance, as required by the Early Learning Coalition driving policy.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk, hear and use hands and fingers to operate and handle keyboards and controls. The employee is occasionally required to walk and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work Environment:

The work environment characteristics described in this document are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise levels in the work environment may vary but are usually moderately quiet.

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills or abilities. This document does not create an employment contract, implies or otherwise, other than an "at will" relationship.

Employee Signature

Date

Supervisor

Date