North Texas Area United Way

**JOB DESCRIPTION**

**Title:** HIPPY Home Visitor **Reports to:** HIPPY Coordinator **Primary Purpose:**

**Status:** Part Time

# Grant Funded: Yes

The primary purpose of the HIPPY Home Visitor is to visit and role play with HIPPY parents/caregivers on home visits (30 week program).

# Major Responsibilities & Duties:

1. Meet with coordinator and other staff weekly
2. Meet with each parent weekly in their homes or a mutually agreed upon site
3. Report on each family's progress during weekly meetings
4. Turn in all required forms after each visit
5. Complete home visiting scheduling and progress reports accurately and promptly
6. Make note of any problems, concerns or questions to share with coordinator
7. Participate in HIPPY functions (group meetings, field trips, etc.)
8. Attend staff development as deemed necessary by the coordinator, for the purpose of enrichment and upgrading skills
9. Maintain family files (forms, pull-outs, referrals, enter ETO data, etc)
10. Assist in office and other tasks, as requested by coordinator and/or director

# Education & Experience Requirements:

1. High School Diploma, or GED Equivalency
2. Parent of a HIPPY 3, 4, 5 year old child or have access to a 3,4 or 5 year old child
3. Experience in customer service
4. Bilingual Preferred

# Special Knowledge/Skills:

1. Be highly organized and accountable.
2. Be an independent, self-motivated worker
3. Be able to learn and understand and incorporate the three roles of a parent educator: partnering, facilitating, and reflecting into daily practice with families
4. Be able to establish rapport with families and empower them by building on their strengths
5. Be competent with computer skills; including web browsing, e-mail, Internet, and word-processing
6. Skills for aptitude in training and leadership
7. Team Player
8. Be identifiable with parents of preschoolers

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.

Interested candidates should email resume and cover letter to Amanda Alpers, HIPPY coordinator at [aalpers@ntauw.org](mailto:aalpers@ntauw.org)

North Texas Area United Way is an Equal Opportunity Employer.