



# HIPPY Program Coordinator

Are you community oriented, interested in diverse cultures, enjoying working with young children and keen to make a positive impact in newcomers' lives ?

Multicultural Association of Fredericton Inc. (MCAF) is seeking ***full-time Home Instruction for Parents of Preschool Youngsters (HIPPY) Program Coordinator*** and we would like to hear from you!

Home Instruction for Parents of Preschool Youngsters (HIPPY) is an evidence-based program that works in the home to support vulnerable and isolated mothers in their critical role as their child's first and most important teacher. HIPPY strengthens families and communities by empowering mothers to actively participate in Canadian society and prepare their children for success in school and life. The HIPPY Program coordinator oversees the deliver of this program.

## **Key Duties and Responsibilities:**

After successful completion of the Pre-service training seminar, the HIPPY Coordinator has responsibility for:

- Executing the HIPPY program in accordance with the terms specified in the contractual agreement
- Recruitment and selection of eligible HIPPY families and Home Visitor staff
- Ongoing supervision and training of Home Visitors, which may include the planning and execution of an appropriate staff development plan
- Making periodic home visits
- Planning and executing biweekly group meetings that include role-playing the subsequent week's activity packet and the provision of an enrichment activity
- Timely entering and completion of data into the ETO system
- Planning and preparation for initial and regular site visits by Mothers Matter Centre staff or a designee
- Working in conjunction with the local HIPPY advisory committee
- Establishing effective partnerships with other human service organizations in order to ensure optimal service delivery to participating families
- Participation in local (regional) and national HIPPY conferences, in-service training and meetings

## **Requirements:**

*The HIPPY Coordinator is required to successfully complete the Pre-service Training before starting a new program or becoming a new Coordinator within an existing program. The HIPPY Pre-service Training is 5 days in duration and covers all aspects of administering a HIPPY program.*

- A minimum of a Certificate/ Diploma in Early Childhood Education or a Bachelor's degree in early childhood, elementary, family or adult education, social work or any other related field.
- Degree in other fields in combination with experience working with children may be considered
- Strong training and leadership capabilities and experience in managing people
- Excellent interpersonal, communication skills and proven ability to connect with mothers
- Demonstrated knowledge of and sensitivity to the needs and interests of families from low socio-economic communities
- Proven ability to show empathy and care
- Strong ability to work in a team and independently
- Proven ability to thrive in a dynamic environment
- Cross-cultural awareness and experience in a multicultural environment

- Valid driver's licence class 5 & Clean driver abstract
- Willingness to work as a productive and collaborative team member
- Excellent administrative and organizational skills
- Excellent computer skills
- Prior experience in one or more of the following areas is an asset: educational administration, community mobilization, parent empowerment/family support, child/family advocacy or staff development.
- Criminal Records Check with vulnerable sector
- Social Development Check

**Terms of employment:**

- Contract - renewable pending continuation of funding and satisfactory job performance
- Hours of work – 30 hours per week
- Benefits- additional vacation days, sick days, RRSP and health benefits

**Commencement Date:**

- ASAP

**Closing Date:**

- October 6<sup>th</sup>, 2024 at 4pm

**To Apply:** E-mail your resume and cover letter merged in one document to [hr@mcaf.nb.ca](mailto:hr@mcaf.nb.ca) with the title “**HIPPY Program Coordinator**” in the subject line. We wish to thank all applicants for their interest and effort in applying for this position. However, only candidates selected for interviews will be contacted.