

## JOB POSTING

**JOB TITLE:** Home Inspection for Parents of Preschool Youngsters (HIPPY)  
Instruction Specialist/Home Visitor

**DEPARTMENT:** Education Department

**REPORTS TO:** HIPPY Program Coordinator

### **ORGANIZATION:**

Park Heights Renaissance, Inc. (PHR) is a 501(c)(3) organization whose mission is the revitalization of Baltimore's Park Heights community, which comprises 12 distinct neighborhoods and more than 35,000 residents. A young and dynamic organization, PHR is implementing a master plan for the community that includes housing development, commercial redevelopment, community capacity building and outreach, and human development.

### **EXPECTATIONS OF ALL EMPLOYEES:**

Employees will support the organization's mission, vision, and values by exhibiting the following behaviors: competence, collaboration, innovation, respect for all, commitment, accountability, and excellent service to our community!

### **What is HIPPY (Home Instruction for Parents of Pre-School Youngsters)**

HIPPY programs empower parents as primary educators of their children in the home and encourage parent involvement in school and community life 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 (i.e., job placement, BGE assistance, food bank, etc.).

### **DUTIES AND RESPONSIBILITIES:**

HIPPY Home Visitors are usually experienced parents and adult caregivers of children (ages 3-5) hired from within the community and 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, and organization skills. Home Visitors should be personable and enthusiastic about working with parents and young children. PHR HIPPY Home Visitors must be able to accommodate an average work schedule of 30-40 hours/week, with one full work day (8 hours) p/week reserved for training. *Note: Home visits will take place virtually for school year 2020-21 in response to COVID-19 restrictions; therefore, Home Visitors must have strong computer skills using Zoom conferencing and other online meeting platforms.* When in-person services resume, Home Visitors should have reliable transportation in order to meet families in their homes weekly.

### **A HIPPY Home Visitor is expected to:**

- Visit 5-10 families weekly – teaching the HIPPY curriculum to parents and offering resources (Note: visits will take place virtually according to COVID-19 protocols)
- Deliver HIPPY instruction to participating families
- Recruit new families

- Demonstrate professionalism -knowledge of subject matter, promptness, reliability, composure, teamwork, and dedication to a job well done!
- Foster a good rapport with families, offering a positive outlook, helpful resources, and lots of encouragement along the way!
- Pursue professional growth opportunities and career training
- Have solid reading, writing, and math elementary level fundamentals
- Be comfortable visiting families in their homes
- Attend and assist in the organization of HIPPY-sponsored activities (i.e., field trips, special programs, etc.)
- Complete required HIPPYUSA paperwork, accurately and promptly.
- Collect activity sheets (pull pages) on a weekly basis, as examples of children's work and monitor family progress.
- Meet 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
- Participate in HIPPY staff development programs locally, regionally, and nationally
- Participate in three evaluation and home visit observations within the program year
- Assist in the PHR HIPPY office with other duties as requested by the coordinator
- Complete (weekly) accurate ETO, Home Visit Touchpoint in HIPPYUSA Data Management System
- Attend PHR community meetings/events and perform other duties required of all PHR staff as needed

## EDUCATION

Bachelor's degree, or is actively working on a Bachelor's degree. If degree is not in education or related field, the coordinator has obtained 24 contact hours of training in early childhood development.

## QUALIFICATIONS

The successful candidate must have:

- A strong connection to the serviced community- Park Heights (usually a resident, current/former HIPPY parent, or MOED participant).
- Demonstrated high level of literacy and fluency in the English language, bilingual (English/Spanish) highly desirable.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Working collaboratively with others in a team environment and respecting the perspectives and contributions of all (staff, families, community members, etc.) are crucial to this community-based role.
- Expertise in early childhood education or experience in field related to job responsibilities such as elementary education, parent/adult education, social work, community development, family literacy, or family support is highly recommended. Coordinator without a background in early childhood education must obtain a level of training to increase their knowledge in this area. It is equally important that coordinators demonstrate knowledge of, and sensitivity to, the needs, culture and interests of enrolled families.
- Develop effective working partnerships with religious, educational, and community groups and institutions.
- Function effectively in an environment with diverse cultures, multiple perspectives, and competing needs.

- Demonstrate a commitment to recognizing community residents’ knowledge and experience as a valuable resource.
- Motivate individuals to actively participate in services.
- Accurately identify/assess resident assets and needs in order to connect them effectively to resources and help them set personal goals.
- Manage volunteers; effectively facilitate meetings and community gatherings.
- Demonstrate a high level of verbal, writing, math and listening skills.
- Proficient with MS Office (i.e. Microsoft Word, Excel, and Outlook) e-meeting tech platforms (i.e. Zoom, Teams, etc., and HIPPI 3.0 online curriculum.
- Maintain confidentiality and obtain appropriate release of information as necessary.
- Able to work with people with mental health, disability, substance abuse, legal, and financial issues.
- Daily attendance in the office, online, and/or off-site locations
- Drives to various off-site locations.

### **COMPENSATION/BENEFITS**

Salary - \$15.00 p/hr.

Workforce training

Continuing education options

Professional development opportunities

Interested candidates, please forward resume and contact information to [hr@phrmd.org](mailto:hr@phrmd.org)