
**PROGRAM
STAFF**



HIPPY
UNITED STATES



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COORDINATOR KEY RESPONSIBILITIES:

<u>Beginning of Year</u>	<u>Weekly / Ongoing</u>	<u>Periodically</u>	<u>End of Year</u>
Recruit Families & HV	Conduct Weekly Staff Meetings	Handle Public Relations	Organize Special Events (end of year, etc.)
Interview and Select Home Visitors	Plan Parent Meetings and Prepare Materials/Supplies	Organize and Attend Field Trips (optional)	Review Reports Submitted by Home Visitors
Conduct Family Intake	Coordinate Group Meetings	Coordinate additional Staff Professional Development	Fund Development
Provide Home Visitor Orientation	Supervise Home Visitors	Update Community Services Directory/List	Prepare Budget Forecast
Prepare for Weekly Staff Meetings	Home Visit Observations	Meet w/Advisory Council	
Place Curriculum Orders	Oversee Data Collection and Oversee Record Keeping	Work with Volunteers & Partners	
Conduct Family Orientation	Prepare and Process Payroll Documentation	Research/Evaluation (optional)	
Create Flyers, Agendas, etc.	Produce Data Reports	Produce Correspondence for Families (social media, letters, newsletter)	
	Make Family Referrals		

Read column assigned

- What do you feel comfortable with?
- What do you need help with?
- What resources are available for this?
- 15 minutes in group



Share:

- Resources
- Training
- Support

Identify:

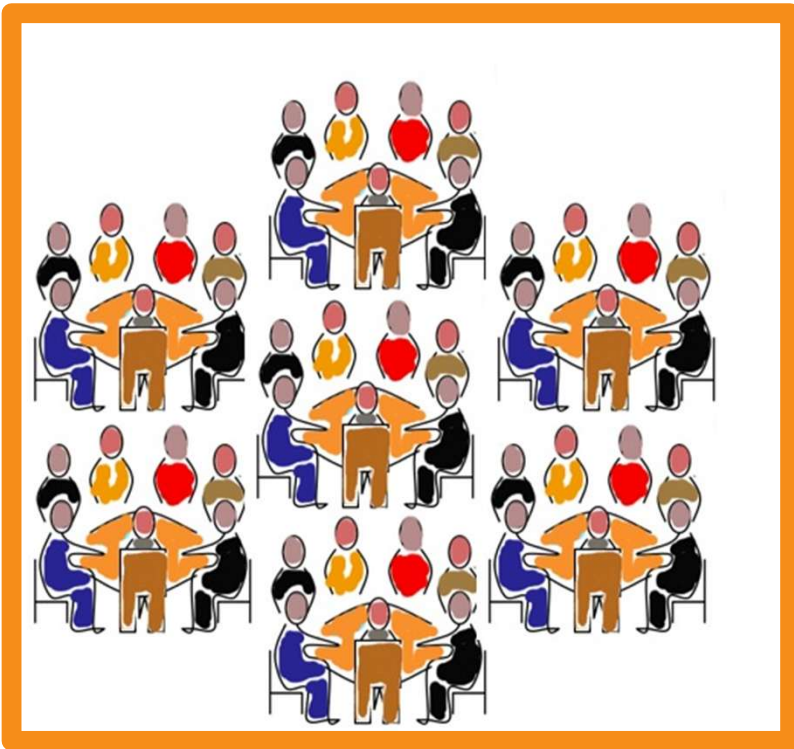
- Questions
- Support needed
- Struggles

Group activity



**WE BELIEVE
THAT ANYONE,
ANYWHERE CAN
BE A CHANGEMAKER**
AND WITH THE RIGHT
OPPORTUNITIES,
TAKE ACTION FOR THE
COMMON GOOD.

ACTIVITY: Home Visitor Qualities



- You will have 15 minutes to work together as a group
- Each group will then have 5 minutes to report their ideas back to the big group
- Quickly volunteer to scribe and present - everyone gets a turn!

Skills - What skills do you think a home visitor should have?

- How will you know someone has this skills?
- What questions could you include in the interview?
- How will they demonstrate these skills to you?

Attitudes - What attitudes do you want a home visitor to have?

- How will you know someone has this attitude?
- What questions could you include in the interview?
- How will they demonstrate these attitudes to you?

What other things should you consider?

- Importance of hiring parents
- Helping applicants navigate HR
- Temptation to hire “professionals”
- Check references
- The job can be learned!
Look for applicants with potential.



Group Sharing





INSTRUCTIONS

- Each person briefly describe their target community. Who are you looking to recruit?
- Then, together brainstorm as many ideas as possible:
 - Where could you post information - digitally and in person
 - Who (in your agency and outside collaborators) can help you?
 - What messages and images would appeal to your parent population?
 - What user friendly strategies would you like to try?
 - When are some key opportunities you can plug into?