



## HIPPY Assistant Coordinator / Lead Home Visitor Job Description

*The management of a HIPPY program is provided by a full-time (or full-time equivalent) professional coordinator. A HIPPY program coordinator should possess knowledge of early childhood education and development, demonstrate project and time management skills, and be able to lead and develop a team of home visitors so that the team can transfer an understanding of developmental concepts to parents.*

Each Coordinator is responsible for a maximum of 180 children. Additional support will be needed if implementing more than 3 years (see [Administrative Checklist](#) Item 3). As a site grows in complexity or number of families served, many agencies look to hiring an assistant coordinator, sometimes called a lead home visitor. With an assistant/lead in place, the HIPPY Coordinator's oversight capacity increases by 90 for a total of 270 children that can be served. The role of lead/assistant may have a different job title, established by agency human resources. **Regardless of the job title used, adding an assistant will impact a site's fees** to HIPPY International, equivalent to adding ½ of what is charged per coordinator. Refer to your site's fees as detailed in the contract with your state office / HIPPY International. This document uses the terms Lead Home Visitor and Assistant Coordinator interchangeably and provides guidance and templates that can be used to establish this position.

It is recommended that each site have a backup person attend Coordinator Preservice to be trained in the HIPPY model to provide support in case of a vacancy or other circumstances that make the coordinator unable to provide the training (such as medical or other leave). Examples of this backup person include the coordinator's supervisor, lead/assistant home visitor, or a colleague from within the agency. **Contact your state office/HUS (as applicable) for further guidance on how to navigate a vacancy, and to receive additional state guidance or requirements for the assistant coordinator position.**

In terms of **caseload**, the lead home visitor/assistant coordinator may or may not carry a caseload. Below are some guidelines and examples:

1. If they do have an assigned caseload, it should be equivalent to half or less of a caseload than what home visitors carry.
2. They can be assigned as back up in case of home visitor illness, vacancy, or other absence.
3. If they were promoted from home visitor, they could continue to serve families in their caseload until those families are able to be transitioned into another home visitor's caseload.
4. They could serve families who are recruited later in the year if all other home visitors have full caseloads.

### **Coordinator vs. Lead Home Visitor / Assistant Coordinator Role**

Per the Model Guidance Requirements and Accreditation (MGRA), the coordinator's role is to train, supervise and support the home visitors, who in turn visit the parents each week. This includes providing an orientation at the beginning of the year, weekly role play training, and ongoing supervision including at least 3 home visit observations each year. Many other tasks encompass the coordinator role, which are outlined in the [HIPPY Coordinator Key Tasks and Responsibilities](#) document.

The lead home visitor/assistant coordinator position is similar to a teacher's assistant in the classroom. The primary responsibility for educating the students remains with the teacher, but the assistant supports the teacher and offers additional one-on-one support for students as needed.

The lead/assistant may be responsible for other aspects of implementation or there may be special projects that they take the lead on, such as gathering materials, aspects of team management, or documentation. Applying this logic to the HIPPY model, the lead/assistant could be assigned to assist with or complete many of the tasks outlined in the HIPPY Coordinator Key Tasks and Responsibilities.

There are two major responsibilities of the coordinator that should NOT be completely delegated to an assistant coordinator:

1. Weekly role play training
2. Direct supervision of the home visitors

The **delivery of role play training is the HIPPY coordinator's responsibility**, and the lead/assistant cannot take on the primary responsibility for weekly facilitation of the role play training for the entire team of home visitors. They can however work together with the coordinator to plan the training each week, then take the lead on role playing with some of the home visitors, or substitute for the coordinator on occasion. As relates to role play training, an assistant's role could include:

1. Work with the coordinator to plan the role play for the week.
2. Depending on the needs of the team, once they have planned together with the coordinator, they may take the lead in role playing with a subset of home visitors, for example, working with the Little Learners and Year 3 role play group, while the coordinator works with the Year 1 and Year 2 group. Or, role playing with Spanish speakers while the coordinator role plays with English speakers.
3. If the coordinator is absent, the assistant coordinator/lead can step in similar to how a substitute teacher would come into the classroom if the teacher were absent. Alternatively, if the coordinator's supervisor completed the HIPPY Coordinator Preservice, they could step in and provide the role play training.

**The coordinator, as their immediate supervisor, is responsible for observations and ongoing supervision of home visitors.** The lead/assistant may provide additional support. In terms of supervision, the assistant coordinator's role could include:

1. Offering additional support such as shadowing or demonstrating role play in a home visit for a new or struggling home visitor.
2. Going on home visits to provide additional support or follow up on resource referrals.
3. Conducting home visit observations to follow up on recommendations made by the coordinator at their observation visit.
4. Providing one-on-one support or coaching as relates to data collection, data entry, file management, home visit scheduling or other needs identified by the coordinator or home visitor.

### **Lead Home Visitor / Assistant Coordinator Job Description**

Responsible for supporting the implementation of the Home Instruction for Parents of Preschool Youngsters (HIPPY). Performs a variety of support functions for the HIPPY program as stipulated by HIPPY International

and the HIPPY program; assists with family recruitment, and orientation sessions, assist in home visitor hiring process, supporting HIPPY home visitors; organizes and reviews records to ensure accuracy and timeliness; coordinates with agency staff for programming; helps organize and participate in all program functions; occasionally assumes program leader responsibilities if the leader is absent. Ability to work flexible and evening hours, if needed.

## **Requirements**

- Attend and successfully complete both the online and in-person portions of Coordinator Preservice training.
- Have prior experience conducting HIPPY home visits. If no prior experience, they will be assigned a small caseload of families each year until they have had experience delivering each of the curriculum ages that the agency implements
- Have the same or more experience and education that is required of the home visitor

## **Primary responsibilities:**

### **General / Administrative**

- Coordination and scheduling of activities for program participants.
- Participate in regional and national workshops and meetings
- Assist in ordering materials and supplies and maintaining an inventory.
- Create outreach materials, rosters, databases, and other general clerical duties.

### **Role Play Training**

- Assist in leading role play at staff meetings, under the direction and supervision of the coordinator
- Organize curriculum and props for the weekly role play training

### **Data Management**

- Assist with the collection and entering of data on a weekly basis.
- Participate in aspects of program evaluation and research.
- Assist with required reporting to the national HIPPY office and other funding sources, including providing programmatic reports internally and externally
- Assist with the collection and monitoring of appropriate documentation from home visitors.
- Maintain adequate records on assigned HIPPY children to ensure case files are current and documentation timely.

### **Family Support/Outreach**

- Recruit families for the program and assist with enrollment tasks.
- Assist with accessing resources for families in need.
- Assists with planning and coordination of parent group meetings, and other events.
- Coordinate individualized assessments and screenings of children and adult participants.
- Substitute for home visitors when necessary during prolonged absences of home visitors.

### **Hiring/Support/Training of Home Visitors**

- Assist in interviewing and recommending parent educators from among the target participants.
- Conduct periodic home visits in order to shadow or be shadowed by parent educators, and interact with families who are participants in the program.

- Assist with the preparation for weekly staff meetings including organizing appropriate lessons and props for weekly role play sessions.
- NOTE: the HIPPY coordinator, as the immediate supervisor, is responsible for ongoing supervision of home visitors. This includes the required 3 annual home visit observations per home visitor.

**Knowledge, Skills and Abilities:**

- Show strong leadership potential, and possess adequate verbal and writing skills
- Must have a commitment and sensitivity to the needs and interests of the community being served
- Comfortable working with home visitors and visiting homes in the community
- Able to promote inter-agency connections in support of the program
- Experience in the HIPPY model and its implementation
- Work in collaboration with a local advisory group

**Qualifications:**

- Must possess a valid Driver's License
- Must complete pre-service training with HIPPY US
- Must read, write, speak, and understand the language of the families being served

**Essential Functions / Physical Requirements:**

- Ability to tolerate walking, standing, and sitting throughout the day
- Reaching, bending, lifting, carrying, and must be able to lift a minimum of 20- pounds to chin level without injury
- Occasional travel, both local and out of state, including overnight stays, as necessary
- Ability to meet the attendance requirements for the position