

INTERNAL & EXTERNAL JOB POSTING

Coordinator, HIPPY (Home Instruction for Parents of Preschool Youngsters)

ISANS is seeking a full-time **Coordinator, HIPPY** to manage the HIPPY Program at ISANS. The HIPPY program at ISANS is a home-based, weekly program for low-income newcomer and refugee families with children aged 3, 4 or 5 years to help prepare the children to start school successfully and to provide settlement support to the families. The Home Visitors are also newcomers who are building their work experience and professional development. Reporting to the Supervisor & Manager, Family, Children and Specialized Settlement Services, this position is responsible for:

- Completing the Pre-service Training delivered by HIPPY Canada, which is 5 days in duration covering all aspects of administering a HIPPY Program.
- Implementing the HIPPY program in accordance with the terms specified in the contractual agreement between HIPPY Canada and ISANS, in consultation with the Manager
- Recruiting and selecting eligible HIPPY families, as needed
- Providing leadership and guidance to 3 Home Visitors
- Planning and executing weekly meetings with Home Visitors that include role playing the subsequent week's activity packet and the provision of an enrichment activity
- Ongoing supervision and training of Home Visitors, which may include the planning and implementation of an appropriate staff development plan
- Making periodic home visits with families
- Organizing, coordinating and facilitating workshops to build the capacity of program participants and Home Visitors
- Planning and preparation for site visits by HIPPY CANADA staff
- Working in conjunction with the HIPPY advisory committee
- Establishing effective partnerships with other human service organizations in order to ensure optimal service delivery to participating families
- Timely entering and completion of data into the ETO (Efforts to Outcome) system
- Reporting to the funder and partners as required
- Coordinating program evaluations and reporting on evaluation results
- Recommending revisions to the program methodology and materials
- Keeping records of all activities related to families, Home Visitors and program activities, as required by the Mothers Matter Centre and ISANS
- Participating in national HIPPY activities and programs (i.e. monthly conference calls, ongoing training webinars, etc)
- Participating in local (regional) and national HIPPY conferences, in-service training and meetings, if needed
- Implementing special projects (whenever feasible) as part of the HIPPY Program (i.e. Adopt-a-Reader Campaign, Story Bank Project, Mothers Matter Awards, etc).

General responsibilities:

- Performing other duties as required
- Providing information as required for internal/external reports, and proposals
- Reviewing and adhering to ISANS workplace health and safety policies
- Adhering to hybrid work policy and individual work schedule based on ISANS requirements
- Recording all relevant client information on databases in a consistent and timely manner
- Attending regular staff and team meetings
- Attending training and development opportunities as appropriate
- Attending and providing support at ISANS events

The ideal candidate for this position will have the following:

Education:

- A Bachelor's degree in early childhood, elementary, family or adult education, social work or any other related field.

Experience:

- Experience organizing, training and leading other employees
- Experience developing, implementing and evaluating programs or projects
- Experience with outreach
- Experience in group facilitation
- Experience working in a cross-cultural environment; experience delivering direct service to immigrants an asset
- 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

Knowledge:

- Knowledge of local activities, programs and community organizations that serve the immigrant population
- Understanding of Adult Education principles an asset
- Demonstrated knowledge of and sensitivity to the needs and interests of families from low socio-economic communities

Skills:

- Strong written and verbal English communication skills
- Ability to work independently and as part of a team
- Strong time management and organization skills
- Proficient with MS Office applications
- Additional languages an asset

ISANS Core Competencies**Cultural Competency; Equity, Diversity & Inclusion**

- Embracing the value that different perspectives and cultures bring to an organization

Collaboration

- Working collaboratively with others across the organization to achieve shared objectives

Continuous Learning

- Continually seeking new knowledge and skills, as well as developing existing capabilities

Innovative Thinking

- Introducing new ways of looking at problems and developing useful ideas that are new, better, or unique

Accountability

- Holding self and others responsible and accountable to being transparent and principled in our approach and to meeting commitments

Respect

Actively encouraging an environment of fairness, honesty and integrity for all

Terms of Employment:

- Indefinite-term contract
- Full-time: 35 hours a week
- Hybrid work environment: work location will be determined by operational requirements, prioritizing ISANS mission and clients to determine the right balance of in-person and virtual work

Commencement Date: ASAP

Closing Date: Thursday May 14, 2026 – 4 p.m.

To apply: Please e-mail your resume and cover letter merged into one document to careers@isans.ca, stating the title of the position you are applying for in the subject line. Employee referrals are encouraged.

ISANS is dedicated to inclusiveness, equity, and accessibility. We are seeking talented individuals to join our team and welcome applications from all diverse groups. We encourage applicants to self-identify in their cover letter and request any accommodation required to support them during the recruitment process.

Only those eligible to work in Canada will be considered for this position

**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.**