



## Falkland Islands Government – Job Description

<b>Job Title:</b>	Young Person's Service (YPS) Team Leader		
<b>Department:</b>	Health & Social Services	<b>Section:</b>	Social Services
<b>Reports to:</b>	Team Leader Social Services		
<b>Grade:</b>	Falkland Islands Government Grade – D1	<b>Job Code:</b>	203YPU

### Job Purpose

To manage the provision of residential care services for young people and community outreach for young adults with Learning Disabilities who live in the community with support. To ensure compliance with the Minimum Standards and to ensure that there are clear policies and procedures for the service. The postholder will also be responsible for providing leadership, supervision and support to staff on a day to day basis. This will involve regular liaison with Team Manager and Head of Social Services, residential care workers (bank), social workers, health, education, police, other professionals and families when required.

### Main Accountabilities:

Efficiently manage the Young Person's Service and providing professional supervision to all staff members of the YPS.

- Ensuring that an excellent quality of care standards is met within the YPS and that the young people and young adults that we look after receive excellent care in a professional and safe environment. This will include managing care planning, facilitating relevant meetings with keyworkers, advocating on behalf of young people/young adults and effective inter agency working.
- Arranging staff rotas to ensure that the YPS is always appropriately staffed and there is an effective on-call service to support this.
- Arranging team meetings, staff training events and modelling professionalism at all times
- Developing and reviewing appropriate policies and procedures for practices within the YPS in consultation with the Team Manager Social Services and Head of Social Services.
- Regularly evaluating the service and reporting any service shortfalls to Team Manager/ Head of Social Services as appropriate.
- Managing the YPS budget in compliance with the Financial Regulations to ensure the best use of resources is made
- Ensuring that full record keeping systems are competently completed on a daily basis, and are in line with the Minimum Standards.
- Promoting a healthy lifestyle for the young people/young adults and act on, and reporting, any potential risks within the service.



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## Main Accountabilities: (continued)

- Nurturing a therapeutic relationship with young people/young adults and acting as their advocate in all aspects of care both within and outside the service. This may include acting as a Personal Adviser to young people who are defined as 'formerly relevant' by the Children Ordinance 2014.
- Contributing to a full therapeutic service for the young people including being responsible for the organisation of activities and holidays for the resident young people and participating in such activities and holidays and in general recreational activities.
- Ensuring good relationships continue and are nurtured between the YPS and the local community
- Maintaining confidentiality to a high standard.
- Encouraging appropriate independence skills for our young people and young adults based on their assessed needs and care plan.
- Acting in a way that consistently promotes and enhances the professional reputation of YPS and Falkland Islands Government.
- Ensuring an appropriate duty of care to all young people, immediately reporting (through agreed and appropriate channels) any concerns which may indicate their safety or well-being is being compromised within the YPS, their home or elsewhere. This may include Child Protection matters (which must be dealt with strictly according to our child protection procedures) and liaising with other relevant agencies and professionals as directed.
- Acting in a way that promotes the physical, intellectual and spiritual needs of children and young people within the Young Person's Service (YPS).
- Working closely with colleagues to support the education of children and young people in the Service's care, including supporting them in undertaking homework and providing support in the school environment as expected.
- Administering prescribed and non-prescribed medication to young people as dictated by health practitioners and being responsible for ensuring safe practices in the administration of such medication.
- Ensuring that the homes are kept to a high standard of cleanliness and repair. Assisting with practical matters relating to care (cooking, cleaning etc.) when necessary.

## Health and Safety

- Maintaining good practice with regard to health awareness and working within Health and Safety Policies and Procedures established for the Service and promoting healthy lifestyles for the children and young people within care planning guidelines.



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## Main Accountabilities: (continued)

### Training and Development

- Maintaining a commitment to meeting own training needs and participating in training programmes as directed within a Personal Development Plan.
- Attend supervision (both individual and group) as directed.

### Additional Information:

The postholder will be required to work shifts and undertake sleep-ins as part of the role. There is also a requirement to participate in an 'out of hours' rota on a regular basis.

**Criminal Record Checks** – This post is regarded as a sensitive post

All applicants for Government posts will be asked to disclose convictions upon application. Criminal records will only be considered for recruitment purposes when the conviction record is relevant. Having an 'unspent' conviction will not necessarily bar a candidate from employment. This will depend on the circumstances and background to the offence(s).

Any information given will be completely treated as confidential and will be considered only in relation to the post to which the application refers.

Failure by a candidate to reveal information that is directly relevant to the post applied for could lead to the withdrawal of an offer of employment.



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Person Specification:	Young Person's Service - Team Leader		
Criteria	Essential	Desirable	Assessment Method
<b>Education and Training:</b>			
An NVQ Level 4 in Social Care or other relevant subject area (or equivalent)	✓		A/I
Full manual driving licence	✓		A/I
ECDL certification (or equivalent)		✓	A/I
<b>Knowledge, Skills and Experience:</b>			
Over 5 years' experience of working with children and/or adults in a residential setting	✓		A/I
Previous experience of effectively managing a similar service and of supervising staff	✓		A/I
Knowledge and understanding of the needs of children and young people who have suffered separation, loss and trauma	✓		A/I
An excellent understanding of the importance of safeguarding issues and practices, including how to keep children safe and the requirements of safety in the workplace	✓		A/I
A good understanding of the importance of appropriate information sharing and confidentiality in supporting children's and families' well-being	✓		A/I
An understanding of equality and inclusion and a commitment to ensuring that anti-discriminatory practice is the cultural norm within the service	✓		A/I
The ability to relate easily and communicate well with children, staff, parents and other agencies and to work as part of a team and to draft coherent and concise reports, care plans and briefs etc, as required	✓		A/I
Good interpersonal skills including the ability to foster effective relationships with parents/carers	✓		A/I
Demonstrable ability to work in a professional manner and maintain credibility with all service users and partner agencies in particular	✓		A/I
Experience in the effective use of ICT packages such as Excel, Outlook and Word	✓		A/I
Demonstrated ability to prioritise workloads and manage time effectively	✓		A/I
A good awareness of relevant legislation and procedures, particularly the Children Ordinance 2014, Safeguarding Procedures 2014	✓		A/I



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<b>Person Specification:</b>	Young Person's Service - Team Leader		
<b>Knowledge, Skills and Experience: (continued)</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessment Method</b>
Ability to develop effective professional relationships with children and young people and their carers and/or adults	✓		A/I
Proven budget management skills	✓		A/I
Ability to speak a second language, ideally Spanish	✓		A/I
Trained in De-escalation and approved restraint techniques	✓		A/I
Experience of inter-agency, partnership and multi-disciplinary working	✓		A/I
Previous experience of using the Signs of Safety approach		✓	
<b>Personal Attributes:</b>			
Understands and adheres to need for confidentiality	✓		A/I
Resilience to keep going at difficult times and to ask for support if needed	✓		A/I
Takes an organised approach to work	✓		A/I
Possesses a commitment to continuing professional development and training	✓		A/I

## Method of Assessment:

A - Application Form  
 I - Selection Interview  
 R – Reference



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