



Falkland Islands Government – Job Description

Job Title:	YPU Team Leader		
Department:	Health & Social Services	Section:	Social Services
Reports to:	Team Leader Social Services		
Grade:	D1	Job Code:	203YPU

Job Purpose

To manage the provision of residential care services for young people 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 Leader Social Services, residential care workers (bank), social workers, health, education, police, other professionals and families when required.

Main Accountabilities:

Effectively managing the efficient running of the Young Person's Unit and providing professional supervision to all staff members of the YPU.

- Ensuring that a high quality of care standards is met within the YPU and that young people in its charge are cared for in a professional and safe environment. This will include managing home visits, sessions with their carers, facilitating relevant meetings with keyworkers, managing care planning and inter agency working.
- Arranging team meetings, staff training events and staff rotas to ensure that the YPU is always appropriately staffed and there is an effective on-call service to support this.
- Preparing appropriate policies and procedures for practices within the YPU in consultation with the Team Leader Social Services and Director of Health and Social Services.
- Regularly evaluating the service and reporting any service shortfall to Team Leader/ Director as appropriate.
- Managing the YPU budget to ensure the best use of resources is made and ensuring that full record keeping systems are competently completed on a daily basis.
- Promoting a healthy lifestyle for the young people and acting on, and reporting, any potential dangers within the project.
- Acting as a facilitator of care for young people by endeavouring to develop a close, nurturing and therapeutic relationship with them and acting as their advocate in all aspects of care both within and outside the project. This will 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.



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Main Accountabilities: YPU Team Leader (Cont)

- Assisting the Team leader Social Services in maintaining regular contact social workers and liaising and meeting with families, foster carers etc as appropriate and ensuring the facilitation of good relationships with the local community with the aim of fostering integration of the YPU and those in its care, as appropriate.
- Maintaining confidentiality as appropriate within policies and procedures.
- Acting in a way that consistently promotes and enhances the professional reputation of YPU 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 YPU, 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 Unit (YPU).
- Working closely with colleagues to support the education of children and young people in the Unit's care, including supporting them in undertaking homework and providing support in the school environment as directed.
- 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.
- **Health and Safety**
 - Maintaining good practice with regard to health awareness and working within Health and Safety Policies and Procedures established for the Unit and promoting healthy lifestyles for the children and young people within care planning guidelines.
- **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.



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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). Please see the enclosed Frequently Asked Questions (FAQ) sheet.

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:	YPU Team Leader		
Criteria	Essential	Desirable	Assessment Method
Education and Training:			
An NVQ Level 4 in Social Care or other relevant subject area (or equivalent).	✓		A/I
Full manual driving licence.	✓		A/I
ECDL certification		✓	A/I
Knowledge, Skills and Experience:			
Over 5 years' experience of working with children and/or adults and older people in either formal or informal settings	✓		A/I
Previous experience of effectively managing a similar service and of supervising staff.	✓		A/I
Knowledge and understanding of the needs of young children including those who are vulnerable or disadvantaged.	✓		A/I
A good 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 equalities and inclusion and a commitment to putting it into practice in daily work.	✓		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 in particular.	✓		A/I



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Experience in the effective use of ICT packages such as Excel, Outlook and Word.	✓		A/I
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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 2012.	✓		A/I
Ability to develop effective professional relationships with children and young people and their carers and/or adults.	✓		A/I
Person Specification :	Essential	Desirable	Assessment Method
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
Criteria	Essential	Desirable	Assessment Method
Personal Attributes:			
Understands and adheres to need for confidentiality	✓		A/I
Remains calm in high pressure/emotionally challenging situations	✓		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
R – Reference

I - Selection Interview
P - Presentation