

Team Leader/ Independent Advocate - Job Description

This post requires: a belief in the YAP model of strengths based, needs led services for children, young people and families. You must have experience in the provision and management of direct services to children, young people and families. You will lead in the recruitment, training, management and supervision of staff/advocates; provide high quality services to children, young people and families using the strengths-based model and operate within YAP Ireland policies and procedures. This post also requires a high degree of flexibility and creativity in responding to the needs of young people and families, delivering a high standard of service in a changing climate, working time and the requirement for national travel.

This post is responsible to the YAP Ireland Service Manager.

1. Essential Qualifications:

- A Degree, preferably in Advocacy or Social Care field e.g. Youth Work, Community Work, Psychology, Child Psychology, Social Work, Social Science, or Social Care.
- Experience of at least three years of direct work with children, young people and families.
- Experience of at least two years in managing and supervising staff in delivering client centred services both inhouse and in communities.
- Experience of managing a range of stakeholder relationships in a solution focused way.
- Experience of Advocating on behalf of Children, young people and families.
- Full Clean Driver's Licence and access to own transport.
- Demonstrate excellent communications skills, both oral and written, including computer proficiency in use of Word, Outlook, Powerpoint, Excel etc.

2. Responsibilities and Tasks:

The Team Leader is responsible to the Service Manager in the overall delivery of YAP programmes. This includes the provision of direct services to children, young people and families, personnel management and budget management of YAP Programmes.

Specific Tasks Include:

1. To provide a direct service to clients and their families in line with the YAP Model
2. To manage the provision of direct services to clients and their families who are referred to YAP programmes.
3. To provide Independent Advocacy Services to young people and families who are referred to the

Independent Advocacy Service.

4. To recruit and train a team of staff/advocates for the YAP programmes in line with best practice and YAP Recruitment and Selection Policy and Procedures.
5. To manage and supervise a team of staff/advocates in the delivery of high-quality services to clients and their families including induction, probation and managing HR issues in line with YAP Ireland HR policies and procedures.
6. Ensure quality case recording is carried out in a timely manner in line with case management guidance and policies.
7. To manage child protection referrals and incidents and act as a designated officer in line with Children's First Guidelines.
8. To manage adult protection referrals and incidents and act as a designated officer in line with Safeguarding Vulnerable Persons at Risk of Abuse – National Policy and Procedures' (2014).
9. To ensure that the service is delivered in line with the YAP Model and values with a focus on outcomes and positive change for clients and their families.
10. To agree and sign off payroll on a weekly basis and manage spend on each case in line with the budget.
11. To ensure all necessary reporting requirements are delivered in a timely fashion including HR, Research, statistics, financial reports, activity reports for stakeholders etc.,
12. Ensure that best practice guidelines are adhered to by all staff including Children First guidelines, legislative requirements etc.,
13. To work with young people and families to increase their voice in the service and in external services by facilitating training, groups, activities and participation sessions as required.
14. Facilitate and participate in staff/advocate team meetings and training sessions as scheduled.
15. To assist in the growth and development of YAP Ireland Programmes and Services through piloting services and initiating services in new areas.
16. Assist in the achievement of fundraising and communication strategies
17. Adhere to all YAP Ireland HR policies and procedures, including Health and Safety Policy, Code of Conduct, Child Protection, Complaints, Performance Management.
18. Develop effective working relationships with key staff within TUSLA, legal representatives, social care services and relevant community and voluntary organisations to ensure that quality services can be delivered.
19. Perform other duties as required by Senior Managers.

Salary: €50,235

3. Team Leader Person Specification Qualifications

Essential Qualifications:

Candidates should possess a Degree in Advocacy or in the Social Care field: e.g. Youth Work, Community Work, Psychology, Child Psychology, Social Work, Social Science or Social Care

Essential Experience:

- Belief in a strengths-based, needs led model of working with children, young people and families.
- Experience of at least three years direct work with children, young people and families.
- Experience of at least two years in managing and supervising staff/volunteers in delivering client centred services.
- Experience of facilitating Group work or Participation Work with young people and/or family members.
- Experience in child protection work
- Experience of recording in a factual, timely way

Desirable Experience:

- Lived experience – expert by experience.
- Proficiency in languages other than Irish and English.
- Experience and understanding of the issues for children at risk/ working with children who are experiencing mental health issues/ working with Separated Children Seeking International Protection in Ireland.
- Experience in recruiting staff or volunteers Experience in delivering training to staff or volunteers
- Experience in Budget Management of a family or community-based service

Essential Skills:

- Ability to motivate and lead a team of people and work independently
- Ability to build strong working relationships across a range of stakeholders using a solution focused approach.
- Demonstrated excellent communications skills, both oral and written, including computer proficiency in use of Word, Outlook, Power point, Excel etc.
- Ability to be creative, innovative and dynamic and work in a strengths-based way Ability to prioritise tasks and manage workload