

Disgrifiad Swydd

Teitl y Swydd	Gweithiwr Cymorth Rhianta
Gwasanaeth	Porth Cymorth Cynnar
Graddfa	Gradd 8
Pwynt/iau Cyflog	18-22
Cyflog	£29,269 - £31,364 pro rata
Pwrpas y Swydd	<p>Mae'r prosiect hwn yn cael ei ddatblygu'n unol â Deddf Plant (Diddymu Amddiffyniad Cosb Resymol) (Cymru) 2020 ac Adran 1 y Ddeddf Honno, sef Diddymu Amddiffyniad Cosb Resymol a ddaw i rym ar 21 Mawrth 2022. Nod y prosiect yw amddiffyn hawliau plant dan Erthygl 19 Confensiwn y Cenhedloedd Unedig ar Hawliau'r Plentyn. Y nod yw y bydd y newid yn y gyfraith, ynghyd ag ymgyrch codi ymwybyddiaeth a chefnogi rhieni, yn lleihau'r arfer o gosbi plant yn gorfforol yng Nghymru a'r graddau y goddefir hynny</p> <p>Cyfrifoldeb y prosiect fydd cydlynu a darparu pecynnau cymorth pwrpasol i rieni a atgyfeiriwyd at y prosiect gan yr Heddlu fel dewis arall yn hytrach na'u bod yn cael eu herlyn drwy'r llysoedd. Bydd hefyd yn derbyn a phrosesu atgyfeiriadau oddi wrth yr Heddlu, yn cydlynu gwasanaethau cymorth ar gyfer teuluoedd lle bo angen, yn gweithio mewn partneriaeth â'r Heddlu, gyda'r nod o leihau achosion o aildroseddu ac yn hybu hawliau plant yn unol ag Erthygl 19 Confensiwn y Cenhedloedd Unedig ar Hawliau'r Plentyn, er mwyn adeiladu teuluoedd a chymunedau mwy cydnerth.</p> <ul style="list-style-type: none"> • cyflwyno pecynnau cymorth pwrpasol i rieni/mamguod a thadcuod/gofalwyr sydd wedi eu hatgyfeirio at y prosiect gan yr heddlu, er mwyn galluogi teuluoedd i fod yn hyderus, gofalgarn, cydnerth a diogel • bod â phrofiad o sicrhau bod teuluoedd sy'n anodd eu cyrraedd yn ymrwymo i raglenni rhianta a bod â phrofiad o gyflwyno rhaglenni o'r fath • bod â phrofiad o weithio gyda rhieni sydd eu hunain wedi cael profiadau niweidiol yn ystod plentyndod. Bydd angen i'r gweithiwr ddeall beth yw effaith profiadau niweidiol yn ystod plentyndod ar ddulliau rhianta a bydd angen gallu gweithio gyda'r rhieni, gan ddefnyddio ymagwedd sensitif, lawn cydymdeimlad, sy'n seiliedig ar gryfderau

	<ul style="list-style-type: none"> • bydd y gweithiwr wedi'i hyfforddi i ddarparu hyfforddiant Y Cylch Diogelwch (Circle of Security), Gwrthsafiad Di-Drais (NVR), Y Rhaglen Anogaeth • bod â phrofiad o weithio gyda rhieni ag anghenion arbennig ynghyd â'r profiad o gynorthwyo rhieni sydd â phlant ag anghenion arbennig • cynllunio, cefnogi a goruchwyllo gweithgareddau penodol neu ddarnau o waith gyda phlant, pobl ifanc, oedolion a theuluoedd y mae angen gofal a chymorth arnynt a gwneud hynny mewn cydweithrediad ag asiantaethau eraill, os oes angen • datblygu a chynnal ymyraethau sy'n hybu canlyniadau da a fydd yn cynyddu diogelwch a chydnerthedd defnyddwyr y gwasanaeth • bydd y Gweithiwr Cymorth Rhianta yn gyfrifol am lunio, datblygu a chydlynu amrywiaeth o ymagweddau pwrpasol ar gyfer unigolion, teuluoedd, plant a phobl ifanc, gan gynnwys y rhai sydd mewn sefyllfaoedd heriol • bydd y Gweithiwr Cymorth Rhianta wedi ymrwmo i weithio o safbwynt y teulu cyfan, gyda chyfrifoldeb am sicrhau ymrwymiad pobl i gyfleoedd, gweithgareddau a dysgu achrededig sy'n arwain at newid cadarnhaol. Bydd hyn yn golygu defnyddio dulliau gwahanol, yn ôl yr hyn a fydd yn briodol i anghenion y teulu cyfan e.e. dulliau a fydd yn gwella sgiliau a gwybodaeth am ddatblygiad corfforol, personol, emosiynol a chymdeithasol plant o'u plentynodod hyd at gyfnod glasoed • bydd y Gweithiwr Cymorth Rhianta yn gyfrifol am arwain, cynllunio, cydlynu a darparu ymyraethau a chymorth i ystod oedran a chymuned benodol • bydd cyfrifoldeb ar y gweithiwr hefyd i gefnogi'r strategaeth Cymorth i Deuluoedd drwy gynnig darpariaethau cydnerth, penodol ac agored, gan gynnwys gwaith grŵp a rhaglenni gwyliau ledled y sir ac mewn partneriaeth â rhanddeiliaid statudol a gwirfoddol • gweithio mewn modd nad yw'n gwahaniaethu nac yn beirniadu sy'n annog rhieni/mamguod a thadcuod/gofalwyr i fuddsoddi yn y cymorth a ddarprerir
Lleoliad	Canolfan Deulu Penparcau neu Ganolfannau Gofal Sylfaenol eraill/ Lleoliad neu Adeilad o eiddo'r Awdurdod Lleol/ Gweithio gartref/ lleoliadau eraill lle y gall fod angen gwneud gwaith e.e. ymweliadau â safleoedd, ymweliadau â chartrefi ayb.
Oriau Gwaith	22.2awr / 3 diwrnod

Math o Gytundeb	Rhan-amser
Hyd y Cytundeb	Cyfnod Penodedig
Teitl swydd y Rheolwr Llinell	Rheolwr Tîm – Cymorth Rhianta a Chymorth i Deuluoedd
Cyfrifoldebau Goruchwylio / Rheoli	Amherthnasol
Atebolrwydd	<ul style="list-style-type: none"> • bod yn gyfrifol am sicrhau bod pob darpariaeth i blant, pobl ifanc, rhieni a theuluoedd yn glynu wrth bolisïau a gweithdrefnau Cyngor Sir Ceredigion ac unrhyw ganllawiau cenedlaethol perthnasol a bod yn llwyr ymwybodol o'r cyfrifoldeb hwn • rheoli'r broses o gasglu a dadansoddi data ystadegol cydnerth, gan wneud hynny'n brydlon, yn ôl gofynion Cyngor Sir Ceredigion ac asiantaethau allanol perthnasol eraill • derbyn a phrosesu atgyfeiriadau, cadw cofnodion manwl gywir a data yn unol â Pholisi, Canllawiau a Deddfwriaeth y Gyfarwyddiaeth • gweithio'n barhaus gan ddefnyddio eich blaengaredd eich hun yng nghartrefi'r teuluoedd ac mewn lleoliadau penodol ledled y sir • gweithio'n unol â pholisïau a gweithdrefnau iechyd a diogelwch darparwyr allanol wrth ymgymryd ag unrhyw weithgareddau oddi ar y safle (o'ch rhan eich hunan ac o safbwynt unigolion neu deuluoedd yr ydych yn gyfrifol amdanynt)
Telerau Cytundebol sy'n Gysylltiedig â'r Swydd	Mae diogelu ac amddiffyn oedolion a phlant sydd mewn perygl yn flaenoriaethau pwysig i ni. Rydym yn anelu at gefnogi oedolion, plant a phobl ifanc sydd mewn perygl, er mwyn sicrhau eu bod mor ddiogel â phosibl. Rydym yn cydnabod eu hawl i gael eu hamddiffyn a byddwn yn cymryd camau i ddiogelu eu lles. Disgwylir i bob aelod o staff a gwirfoddolwr rannu'r ymrwymiad hwn a bydd yn rhaid wrth Wiriad Manylach y Gwasanaeth Datgelu a Gwahardd (DBS) cyn penodi i'r swydd hon.
Trosolwg o Fodel y Gwasanaethau Integredig Gydol Oes a Llesiant	
<p>Mae'r Model Gwasanaethau Integredig Gydol Oes a Llesiant yn ffordd newydd o fodloni anghenion pobl drwy wneud yn siŵr bod y bobl iawn ar gael i wneud y penderfyniadau iawn ar yr amser iawn.</p> <p>Bydd y canlynol yn wir am y Model Gwasanaethau Integredig Gydol Oes a Llesiant:</p> <ul style="list-style-type: none"> • bydd yn bwynt cyswllt cyntaf ar gyfer preswylwyr a phartneriaid allweddol • bydd yn llunio ac yn darparu pecynnau ymyrraeth gynnar a fydd wedi'u teilwra at anghenion unigolion • bydd yn penderfynu pa wasanaethau sy'n fwyaf priodol ar gyfer darparu gofal a chymorth mewn modd amserol • bydd yn monitro ac yn gwerthuso effaith y cymorth 	

Dyletswyddau

- cydlynu a thrafod sut i ddarparu ymyraethau sy'n canolbwyntio ar y rhiant a'r plentyn, gan weithio'n agos gyda phobl broffesiynol allweddol perthnasol, er mwyn clustnodi unigolion priodol, aelodau o'r teulu a / neu grwpiau o rieni a fyddai'n elwa o gymorth penodol i rieni neu i'r teulu cyfan (gan gynnwys y sawl lle y nodwyd bod oedi o ran datblygiad a/ neu brofiadau niweidiol yn ystod plentyndod)
- cynorthwyo teuluoedd i fod â gwell dealltwriaeth o ddulliau rhianta gwahanol, gan ddefnyddio arddulliau rhianta sy'n seiliedig ar ymlyniad a strategaethau di-drais a chodi ymwybyddiaeth teuluoedd o effaith cosb gorfforol ar blant a chynyddu eu dealltwriaeth o'r mater
- cefnogi teuluoedd i wella eu perthynas â'u plant a'u cymuned
- defnyddio ymagwedd seiliedig ar gryfderau, a'r pwyslais ar ganlyniadau wrth ymwneud â theuluoedd ac asiantaethau eraill. Bod yn ymwybodol pryd mae angen cymorth ychwanegol ar deulu a gwybod lle i'w cyfeirio, felly mae angen gwybodaeth drylwyr o'r gwasanaethau yn yr ardal leol
- bod yn weithiwr allweddol a bod yn atebol am asesu a theilwra'r cymorth penodol i bob rhiant/gofalwr
- bydd y Gweithiwr Cymorth Rhianta yn mesur ac yn asesu anghenion yr unigolyn neu'r teulu er mwyn cynllunio a chynnig y ddarpariaeth neu'r ymyrraeth fwyaf effeithiol a chefnogol ar eu cyfer
- arwain a chydlynu'r broses o ddarparu rhaglenni ac ymyraethau pwrpasol i rieni a fydd yn cynorthwyo rhieni i ddeall a chefnogi datblygiad corfforol, personol, emosiynol a chymdeithasol eu plant. Bydd y rhaglenni a'r ymyraethau hyn yn gwella cydnerthedd teuluoedd ac yn eu gwneud yn llai bregus. Mae hyn yn cynnwys gweithio'n barhaus mewn modd sensitif a pherswadiol i fynd i'r afael ag ymgysylltu gwael ag addysg; allgáu cymdeithasol; ansicrwydd sy'n ymwneud â lle maent yn byw a/neu chwalfa deuluol
- creu ymyraethau pwrpasol ac arwain y broses o'u darparu, er mwyn cynorthwyo unigolion, rhieni a theuluoedd i ddatblygu sgiliau a chynyddu eu hyder, er mwyn eu helpu i ymgymryd â thasgau megis trefnu eu harian, gofal iechyd a hylendid, trefn yn y cartref a chynorthwyo wrth ymgysylltu â gwasanaethau cyffredinol. Bydd angen lefel uchel o greadigrwydd ac arloesoedd i ddatrys problemau, wrth fynd ati'n barhaus i ddatblygu ac addasu'r ymyraethau hyn ar gyfer unigolion a'u teuluoedd
- arwain a chydlynu darpariaeth rianta benodol ac agored gan gynnwys Cysylltiadau Teuluol, Helpu Fi i Helpu Ti, Gwnewch Amser i Ofalu Amdanoch eich Hunan a'r Blynyddoedd Rhyfeddol mewn Canolfannau Teulu, Ysgolion a chymunedau penodol. Bydd y Gweithiwr Cymorth Rhianta yn creu digwyddiadau, gweithgareddau a phrosiectau yn y gymuned y dynodwyd hwy iddi, gan weithio'n agos gyda phartneriaid gwirfoddol a statudol, gan sicrhau bod y darpariaethau yn briodol ac yn addas i'r diben
- bydd y Gweithiwr Cymorth Rhianta yn adlewyrchu ymagwedd seiliedig ar gryfderau ac ar yr un pryd yn ymarfer egwyddorion Arwyddion Diogelwch
- bydd y Gweithiwr Cymorth Rhianta yn gweithio'n annibynnol ac fel rhan o dîm i gydlynu agweddau amrywiol o gymorth teuluol mewn cymunedau penodol yng Ngheredigion. Bydd y Gweithiwr Cymorth Rhianta yn gweithio mewn partneriaeth â gwasanaethau gwirfoddol a statudol i sicrhau bod cyfleoedd eraill mewn lleoliadau yn gallu cael eu dilyn a'u rheoli er lles teuluoedd
- bydd y Gweithiwr Cymorth Rhianta yn gweithio mewn partneriaeth â gwasanaethau statudol a gwirfoddol i gydlynu cyfleoedd a fydd o fudd i rieni, unigolion, plant a phobl ifanc y nodwyd eu bod yn unigolion bregus oherwydd bod eu hymgysylltiad ag addysg yn wan, oherwydd allgáu cymdeithasol, ansicrwydd ynghylch eu cartref a materion ariannol neu effaith profiadau niweidiol yn ystod plentyndod
- bydd gan y Gweithiwr Cymorth Rhianta gyfrifoldeb am arwain a rheoli llwyth achosion teuluoedd a bydd yn rhoi strategaethau ar waith ar gyfer unigolion o fewn y teulu mewn cyd-destun un i un neu gyd-destun grŵp, gan weithio'n annibynnol ac fel rhan o dîm. Bydd y

Gweithiwr Cymorth Rhianta yn gyfrifol am adnabod risg a datrys problemau, gan sicrhau bod teuluoedd o bob cefndir yn ymgysylltu â chymorth ac ymyrraeth gadarnhaol

- sicrhau bod rhieni, unigolion a phobl ifanc yn cael mynediad at wybodaeth briodol a gwasanaethau cyngor, gan eu cyfeirio at wasanaethau eraill ac estyn cymorth dwys lle bo angen i'w galluogi i fod yn rhan o Geredigion Deg a Chyfartal (e.e. gwybodaeth lechyd a Diogelwch, gan gynnwys Gofal a Thrwsio (Care and Repair), Casglu Gwastraff y rhaglen Diogelwch Tân ayb)

- bod yn gyfrifol am ddatblygu a chydlynu cyfleoedd i deuluoedd; rhieni; unigolion, pobl ifanc a phlant yn ôl diffiniad rhaglenni canlynol Llywodraeth Cymru - Teuluoedd yn Gyntaf (2017), Dechrau'n Deg a Phlant Iach Cymru; Deddf Gwasanaethau Cymdeithasol a Llesiant Cymru (2014) ac yn unol â Chynllun Llesiant Ceredigion (2018), Rhianta yng Nghymru: Canllawiau ar ymgysylltiad a chymorth 2014 a Safonau Galwedigaethol Cenedlaethol Gofal Cymdeithasol, y Blynyddoedd Cynnar a Gofal Plant

- sicrhau bod systemau monitro cadarn yn cael eu rheoli a'u cwblhau'n broffesiynol er mwyn cyflwyno tystiolaeth – data ansoddol a meintiol – o'r gwaith a wnaed gydag unigolion a theuluoedd yng Ngheredigion i fodloni gofynion lleol, rhanbarthol a chenedlaethol ac adrodd am y gwaith hwnnw

- sicrhau y cedwir cofnodion cyfredol a chywir er mwyn bodloni gofynion y gwasanaethau cymorth cynnar, cefnogaeth ac ymyrraeth yn unol â pholisi a deddfwriaeth bresennol

- bydd angen i'r Gweithiwr Cymorth Rhianta sicrhau y glynir yn briodol ac yn broffesiynol wrth yr holl weithdrefnau diogelu

- sicrhau y glynir wrth yr holl weithdrefnau a pholisïau lechyd a Diogelwch priodol ar bob achlysur. Cyfrifoldeb y Gweithiwr Cymorth Rhianta yw sicrhau bod yr holl ddarpariaeth yn cael ei threfnu a'i chydlynu'n ddiogel gydag asesu risg ac adrodd cadarn, fel y nodir yn y polisi lechyd a Diogelwch i Weithwyr

- gwybod am y datblygiadau cenedlaethol a lleol perthnasol sydd ar gael i gefnogi'r broses briodol o roi mentrau ar waith, er budd teuluoedd yng Ngheredigion, a bod yn ymwybodol ohonynt

- sicrhau bod y ddarpariaeth yn adlewyrchu anghenion rhieni, unigolion, plant a phobl ifanc drwy ddatblygu trefniadau ymgynghori, er mwyn sicrhau bod gan ddefnyddwyr y gwasanaeth gyfle i fynegi eu barn o safbwynt cynllunio, datblygu a gwerthuso'r gwasanaeth

- arwain a goruchwylio gwirfoddolwyr a phrentisiaid sy'n ymgysylltu â'r ddarpariaeth ar gyfer rhieni a theuluoedd

- bod â chyfrifoldeb am unrhyw gyllid, yn unol â gofynion y Rheolwr Tîm: Cymorth Rhianta a Chymorth i Deuluoedd, yn ogystal â chymryd camau i geisio cyfleoedd am arian allanol er mwyn gwella'r cyfleoedd i deuluoedd

- bod yn gynrychiolydd mewn cyfarfodydd allweddol, pan fo angen, er mwyn cynrychioli safbwyntiau'r gwasanaethau cymorth teuluol a chynorthwyo teuluoedd i gyfrannu'n llawn at benderfyniadau sy'n ymwneud â'u plant

- cynrychioli'r gwasanaeth mewn grwpiau, pwyllgorau a digwyddiadau lleol, rhanbarthol a chenedlaethol, fel y bo'n briodol

- cyfrannu at unrhyw dudalennau gwe a / neu safleoedd cyfryngau cymdeithasol sydd gan y Gwasanaethau Ymyrraeth Gynnar, eu diweddarau a'u cynnal fel y bo'n briodol, gan wneud yn siŵr bod gwybodaeth ar gael i deuluoedd

- cyflawni unrhyw ddyletswyddau eraill sy'n berthnasol i'r swydd yn unol â gofynion y Rheolwr Tîm – Cymorth Rhianta a Chymorth i Deuluoedd a'r Rheolwr Corfforaethol - Ymyrraeth Gynnar

Cyfrifoldebau Cyffredinol

- mynd ati'n ymwybodol i hybu'r Gymraeg a'r iaith a ddewisir gan ddefnyddwyr y gwasanaethau, yn unol â gofynion y safonau iaith a fframwaith Mwy na Geiriau

- datblygu gwaith partneriaeth effeithiol gyda chydweithwyr mewnol ac allanol ac asiantaethau eraill

- glynu wrth ddeddfwriaeth statudol a chanllawiau, polisïau mewnol a gweithdrefnau perthnasol o ran materion proffesiynol a gweinyddol

- gwybod am y Strategaethau Cenedlaethol a Lleol perthnasol a bod yn ymwybodol ohonynt
- bod yn bresennol mewn cyfarfodydd tîm, sesiynau goruchwyllo a chyrsgiau hyfforddi pan fo'n briodol ac yn ôl cyfarwyddiadau'r Rheolwr Tîm, ar gyfer datblygiad personol a phroffesiynol

Cyfeirnod at Ddibenion Gwerthuso Swyddi

JD 1529

Manyleb Person

Gofynnol		
Cymwysterau Academaidd / Proffesiynol / Technegol / Galwedigaethol	Gradd mewn gweithio gyda phlant, pobl ifanc a theuluoedd neu'r gallu i ddangos eich bod yn gymwys i'r gwaith yn sgil profiad perthnasol (o leiaf 3 blynedd).	
Sgiliau Ieithyddol Cymraeg	Gwrando/Siarad: Lefel 4 Darllen: Lefel 3 Ysgrifennu: Lefel 3	Rhaid cwrdd a'r sgiliau ieithyddol Cymraeg a nodwyd ar apwyntiad
Sgiliau Ieithyddol Saesneg	Gwrando/Siarad: Lefel 5 Darllen: Lefel 5 Ysgrifennu: Lefel 5	Rhaid cwrdd a'r sgiliau ieithyddol Saesneg a nodwyd ar apwyntiad
Sgiliau Ymarferol / Personol	<ul style="list-style-type: none"> • sgiliau trafod a chyfathrebu gwych er mwyn ymgysylltu'n effeithiol â defnyddwyr y gwasanaeth, teuluoedd ac asiantaethau partner • y gallu a'r cymwyseddau i weithio mewn amrywiol leoliadau • y gallu i adeiladu perthynas gadarnhaol â defnyddwyr y gwasanaeth a bod yn arloesol ac yn greadigol wrth gefnogi eu cynnydd • ymwybyddiaeth o'r polisiau / gweithdrefnau / prosesau perthnasol sy'n gysylltiedig â'r swydd hon • y gallu i oruchwylio staff a gwirfoddolwyr • y gallu i gynllunio, monitro a gwerthuso'r modd y cyflawnir y gwasanaeth i ddiwallu anghenion a nodwyd • y gallu i gyfathrebu'n glir ac yn effeithiol â phlant, pobl ifanc, oedolion, cydweithwyr, rheolwyr a phobl broffesiynol berthnasol eraill. Yn dangos sgiliau ysgrifenedig a llafar cadarn, gorau oll os dangosir y sgiliau hynny yn y Gymraeg a'r Saesneg • dilyn hyfforddiant priodol i gyfrannu at ddatblygiad a sgiliau proffesiynol • deall rolau a chyfrifoldebau mewn amrywiol amgylcheddau a disgyblaethau proffesiynol • gweithio'n adeiladol fel rhan o'r tîm ac ar eich liwt eich hun • gallu ymdopi â sefyllfaoedd anodd a chefnogi defnyddwyr y gwasanaethau cymorth, unigolion a all fod yn ofidus ac yn drallodus ar adegau • gweithio mewn ffordd gynhwysol i hyrwyddo cydraddoldeb a rhoi cefnogaeth i unigolyn i gyrraedd ei botensial • gwerthfawrogi gwaith sy'n canolbwyntio ar yr unigolyn a'r gallu i weithio yn y fath fodd • bod yn ymwybodol o faterion diwylliannol a ieithyddol • sgiliau TG wrth ddefnyddio amrywiol systemau ac offerynnau e.e. cronfa ddata cleientiaid, e-bost, rhaglenni dysgu ar y rhyngwyd a rhaglenni Microsoft • bod yn effeithiol wrth gyfathrebu yn ysgrifenedig ac ar lafar: wyneb yn wyneb ac wrth ddefnyddio technoleg o bell 	

	<ul style="list-style-type: none"> • gallu rheoli eich amser eich hun a blaenoriaethu llwyth gwaith a gweithio fel aelod o dîm • gallu gweithio'n hyblyg o dan bwysau ac er budd gorau yr unigolyn sy'n cael ei asesu, boed yr unigolyn hwnnw yn ddefnyddiwr y gwasanaeth neu'n ofalwr • gallu cefnogi defnyddwyr y gwasanaeth i gymryd rhan mewn gweithgareddau corfforol a gweithgareddau yn yr awyr agored • y gallu a'r sgiliau i weithio mewn amryw amgylcheddau teuluol, gan gynnwys y cartref, canolfannau, yr ysgol a'r gymuned • y gallu i gynllunio, monitro a gwerthuso'r modd y darperir y gwasanaeth, er mwyn bodloni anghenion a nodwyd ar gyfer plant, unigolion, rhieni a theluoedd, gan ddefnyddio dull sy'n seiliedig ar gryfderau • y gallu i adeiladu a chynnal perthnasau proffesiynol gyda phartneriaid a rhanddeiliaid • y gallu i arwain, cefnogi a goruchwylio staff rhan amser, gwirfoddolwyr a phrentisiaid • y gallu i gynllunio, cydlynu a bod yn gyfrifol am amrywiaeth o adnoddau a chyllidebau penodol • y gallu i fyfyrion feirniadol ynghylch eich arfer eich hun, gwneud dewisiadau deallus a gweithredu newid cadarnhaol. • y gallu i hunanwerthuso anghenion dysgu a mynd ati i geisio cyfleoedd i ddysgu • y gallu i ddeall a chymhwyso theorïau perthnasol, gan gynnwys y ffordd y mae plentyn yn dysgu ac yn datblygu a rhaglenni rhianta • deall sut mae gweithio'n effeithiol i ddatblygu deinameg rhyngpersonol a theuluol a bod â phrofiad o wneud hynny. • gallu gweithio y tu allan i oriau swyddfa arferol, ar benwythnosau a chyda'r nos. Gallai hyn olygu gwaith preswyl achlysurol • yn gallu gyrru ac yn berchen ar gar i gludo defnyddwyr y gwasanaeth
<p>Profiad Hanfodol</p>	<ul style="list-style-type: none"> • profiad o weithio'n uniongyrchol gyda phlant a/neu bobl ifanc ac / neu oedolion mewn grwpiau/ fel teulu neu un i un • profiad o gefnogi plant, pobl ifanc, rhieni a theluoedd sy'n fregus neu sydd ag anghenion ychwanegol, er mwyn iddynt lwyddo i newid mewn modd cadarnhaol ac mewn modd y gellir ei fesur • profiad o weithio mewn partneriaeth ac yn aml-asiantaethol • profiad neu wybodaeth am weithdrefnau amddiffyn plant a diogelu • profiad o ddatblygu a darparu rhaglenni hyfforddiant i grwpiau bach o rieni, pobl ifanc neu deuluoedd • gwybodaeth am ddatblygu a defnyddio'r cyfryngau cymdeithasol a gwefannau i gyfathrebu gwybodaeth, syniadau a safbwyntiau a phrofiad o wneud yr uchod

	<ul style="list-style-type: none"> • profiad o weithio'n agos gyda phobl broffesiynol allanol a rhanddeiliaid allweddol a thrafod ac eiriol ar ran teuluoedd a phobl ifanc er mwyn iddynt gyflawni eu hamcanion • profiad o fynd i'r afael â materion allweddol sy'n effeithio ar deuluoedd ac ar fywydau pobl ifanc heddiw a chyflawni newid cadarnhaol • ymwybyddiaeth wych o wasanaethau ac asiantaethau sy'n cefnogi teuluoedd a phobl ifanc yng Ngheredigion a gwybodaeth wych am yr uchod • yn gallu llunio cofnodion ac adroddiadau cywir a deall pa mor bwysig yw cadw mewn cysylltiad â'r rheolwr llinell bob amser • rheoli ac asesu risgiau a sicrhau bod unigolion yn ddiogel ar bob adeg pan fônt yn eich gofal • profiad o weithio mewn amgylchedd aml-asiantaethol. • gwybod beth yw anghenion teuluoedd a phlant bregus
Hyfforddiant/addysg y mae'n ofynnol eu cyflawni/mynd ati i'w cyflawni ar gyfer y swydd	<p>Parodrwydd i ddilyn rhaglen Datblygiad Proffesiynol Parhaus (DPP) berthnasol, yn ôl y gofyn.</p> <p>Hyfforddiant mewn ymyraethau teuluol a/neu ymyraethau rhianta, er enghraifft Cysylltiadau Teuluol neu Y Blynyddoedd Rhyfeddol.</p>

Dymunol	
Cymwysterau / Hyfforddiant	<p>Profiad o gydlynu a darparu rhaglenni seiliedig ar ymchwil i rieni a gwybodaeth am ddatblygiad plant ar hyd yr ystod oedran.</p>
Sgiliau Ymarferol / Personol	<p>byddai'n ddymunol pe bai'r ymgeiswyr yn meddu ar y canlynol:</p> <ul style="list-style-type: none"> • yr hyder i allu gweithio gydag unigolion a grwpiau • dealltwriaeth o Ddeddf Hawliau Dynol a Chonfensiwn y Cenhedloedd Unedig ar Hawliau'r Plentyn a'r Ddeddf Gwasanaethau Cymdeithasol a Llesiant 2014 • y gallu i lunio cofnodion achos byr a chryno o unrhyw gamau gweithredu a gymerwyd, gan gofnodi'r canlyniadau • y gallu i gyfrannu'n llafar ac yn ysgrifenedig i asesiadau ac adolygiadau • profiad o gefnogi oedolion, teuluoedd ag anghenion ychwanegol a/neu gymhleth gyda pholisiau a gweithdrefnau sy'n ymwneud ag amddiffyn plant, iechyd, diogelwch, cyfrinachedd a diogelu data • deall prosesau dadansoddi a myfyrio yn eich Gwaith • y gallu i weithio'n effeithiol o gartref (gan gynnwys cyflymder band eang dibynadwy ac o ansawdd da)

Job Description

Post Name	Parenting Support Worker
Service	Porth Cymorth Cynnar
Grade	Grade 8
Spinal Point/s	18-22
Salary	£29,269 - £31,362 pro rata
Job Purpose	<p>This project is being developed in line with the Children Act 2020 and Section 1 (abolition of Defence of Reasonable Punishment) which comes in to force as of 21st March 2022. The aim of the project is to protect children's rights under the United Nations Convention on the Right of the Child (UNCRC) Article 19. The intended outcome of the Children Act 2020 is to raise awareness and support for parents for further reduction and tolerance of physical punishment.</p> <p>The project will be responsible for the coordination and delivery of bespoke packages of support to parents who have been referred to the project by Police as an alternative to prosecution through courts, receiving and processing referrals from Police, co-ordination of support services for families where needed, working in partnership with Police, with the aim of reducing re-offending and promoting the rights of the child in-line with UNCRC (Article 19) in order to build stronger and more resilient families and communities.</p> <ul style="list-style-type: none"> • to deliver bespoke packages of support to parents/grandparents / carers who have been referred into the project by police in order to enable families to become confident, nurturing, resilient and safe • to have experience in engaging and delivering parenting programmes too hard to reach families • to have experience in working with parents who themselves have Adverse Childhood Experiences (ACE's). The worker will need to have a good understanding of the impact of ACE's upon parenting styles and be able to work with the parents using an empathetic, understanding and strengths based approach • to be trained to deliver Circle of Security, Non Violent Resistance (NVR), Nurture Programme • to have experience of working with parents with additional needs and experience of supporting parents who have children with additional needs • to plan, support and supervise specific activities or pieces of work with children, young people, adults and their

	<p>families who require care and support in conjunction with other agencies if required</p> <ul style="list-style-type: none"> • to develop and run interventions that promote good outcomes that will increase safety and resilience of service users • the Parenting Support Worker has responsibility to design, develop and coordinate a range of bespoke approaches for individuals, families, children and young people including those who are experiencing challenging situations • the Parenting Support Worker will be committed to working to a whole family perspective with responsibility to engage people in opportunities, activities and accredited learning that bring about positive change. This will involve utilising various methods as appropriate to the needs of the whole family, e.g. methods that will enhance skills and knowledge of the physical, personal, emotional and social development of children from childhood to adolescence • the Parenting Support Worker will have responsibility for leading, planning, coordinating and delivering interventions and support to a designated age range and community • they will also have responsibility to support the Family Support strategy in providing robust targeted and open access provisions, including group work and holiday programmes, throughout the county and in partnership with key statutory and voluntary stakeholders • to work in an anti-discriminatory and non-judgemental way that encourages parents/grandparents/carers to invest in the support provided
Location	Penparcau Family Centre or other PCC Location / Home Working / Other locations where work may be required to be undertaken. e.g. site visits, home visits etc.
Hours of Work	22.2 hours / 3 days
Type of Contract	Part-time
Contract Duration	Fixed Term
Line Managers Job Title	Team Manager – Parenting and Family Support
Supervisory/Managerial Responsibilities	N/A

<p>Accountability</p>	<ul style="list-style-type: none"> • to be fully aware and responsible for ensuring that all delivery to children, young people, individuals, parents and families adheres to Ceredigion County Council policies and procedures and any all other relevant national guidance • to manage the timely collation and analysis of robust statistical data as required by Ceredigion County Council and relevant external agencies • to receive and process referrals, keep accurate recordings and data in accordance with Directorate Policy, Guidance and Legislation • to continuously work using own initiative within the families of children and at allocated site locations throughout the county. • to work in line with various external provider health and safety policies and procedures when undertaking any off site activities (in person for yourself and that of the individuals or families who you are responsible for)
<p>Contractual Terms Associated with the Post</p>	<p>Safeguarding and protecting adults and children at risk are key priorities for us. We aim to support adults, children and young people at risk to ensure they are as safe as they can possibly be. We acknowledge their right to protection and will take action to safeguard their welfare. Each member of staff and volunteer is expected to share this commitment, and we will require an Enhanced Check by the Disclosure and Barring Service (DBS) before appointing to this post.</p>
<p>Overview of the Through Age and Wellbeing Integrated Services Model</p>	
<p>The Through Age and Wellbeing Integrated Services Model is a new way of meeting people's needs by ensuring that the right people are in place to make the right decisions at the right time.</p>	
<p>The Through Age and Wellbeing Integrated Services Model will:</p> <ul style="list-style-type: none"> • be the first point of contact for residents and key partners • design and deliver early prevention and intervention packages bespoke to individuals' needs • decide upon the most appropriate services to deliver care and support in a time-related manner • monitor and evaluate the impact of support 	
<p>Duties and Responsibilities</p>	
<p>Duties</p> <ul style="list-style-type: none"> • liaise and negotiate delivery of parent and child focussed interventions, working closely with the relevant key professionals to identify appropriate individuals, family members and / or groups of parents who would benefit from targeted parent or whole family support (including those where there is identified developmental delay and / or adverse experiences) • to support families to have a better understanding of alternative approaches to parenting, using attachment based parenting styles and non-violence strategies and to raise awareness and understanding with families about the impact of physical chastisement upon children 	

- to support families to improve their relationship with their children and their community
- to use a strengths based, outcome focused approach with families and other agencies. To identify when a family requires additional support and where to signpost, therefore a sound knowledge of services in the local area is needed
- to be a keyworker and accountable for assessing and tailoring the specific support to each parent/carer
- the Parenting Support Worker will measure and assess the individual or family needs in order to plan and deliver the most effective and supportive provision or intervention for them
- lead and coordinate delivery of parent programmes and bespoke interventions that will assist parents to understand and support the physical, personal, emotional and social development of their children. These programmes and interventions will enhance family resilience and reduce vulnerabilities. This includes working sensitively and persuasively on an ongoing basis to address poor educational engagement; social exclusion; insecure housing and/or family breakdown
- create and lead delivery of bespoke interventions to assist individuals, parents and families to develop skills and increase confidence to assist them to undertake tasks such as budgeting, healthcare and hygiene, household routines and support engagement with universal services. Developing and modifying these interventions on an ongoing basis for individuals and their families will require a high level of creation and innovation to resolve problems
- lead and coordinate both targeted and open access parenting provision including Family Links, Helping Me Helping You, Take Time for You and Incredible Years in designated Family Centres, Schools and communities. The Parenting Support Worker will design events, activities and projects in their designated community working closely with voluntary and statutory partners ensuring that provisions are appropriate, fit-for-purpose
- the Parenting Support Worker will reflect a strengths based approach whilst practicing the Signs of Safety principles
- the Parenting Support Worker will work independently and as part of a team to coordinate various aspects of family support in designated communities in Ceredigion. The Parenting Support Worker will work in partnership with voluntary and statutory services in ensuring that other location-based opportunities can be pursued and managed for the benefit of families
- the Parenting Support Worker will work in partnership with statutory and voluntary services to coordinate opportunities that will be of benefit to parents, individuals, children and young people who are identified as vulnerable due to poor educational engagement, social exclusion, insecure housing and finances or the impact of adverse childhood experiences
- the Parenting Support Worker will have responsibility for leading and managing a caseload of families and will implement strategies for individuals within the family in either one-to-one or group contexts, working independently and as part of a team. The Parenting Support Worker will be responsible for identifying risk and problem solving, ensuring families of all backgrounds engage in positive support and intervention

- ensure that parents, individuals and young people receive access to appropriate information and advice services, signposting to other services and intensively assist them where needed to enable them to participate in a Fair and Equal Ceredigion (e.g. Health and Safety information, including Care and Repair, Waste Collection, the Fire Safety programme etc)
- to have responsibility for developing and coordinating opportunities for families; parents, individuals, young people and children as defined by Welsh Government's Families First (2017), Flying Start and Healthy Child Wales programmes, Social Services & Wellbeing Act (2014) and in accordance with Ceredigion Wellbeing Plan (2018) Parenting in Wales: Guidance and Support 2014 and National Occupational Standards Guide for Social Care, Early Years & Childcare
- ensure robust monitoring systems are managed and completed professionally in order to evidence and report qualitative and quantitative data of work undertaken with parents individuals, and families in Ceredigion to meet local, regional and national requirements
- ensure up to date and accurate reporting is maintained to meet the requirements of early help, support and intervention services in line with current policy and legislation
- the Parenting Support Worker will need to ensure that all safeguarding procedures are adhered to competently and professionally
- ensure that all appropriate Health & Safety procedures and policies are adhered to at all times. The Parenting Support Worker has responsibility to ensure that all provision is planned and coordinated safely with robust risk assessment and reporting, as stated in Employee Health and Safety policy
- to have knowledge and awareness of the relevant National and Local developments to support the appropriate implementation of initiatives for the benefit of families in Ceredigion
- ensure provision reflects the needs of parents individuals, children and young people by developing consultative mechanisms to secure the voice of the service user in service planning, development and evaluation
- lead and supervise volunteers and apprentices that engage with parent and family provision
- to have responsibility for any budget as required by the Team Manager- Parenting and Family Support as well as actively seeking external funding opportunities to enhance opportunities for families
- representation at key meetings as and when required to represent the views of family support services and assist families to contribute fully to decision making in regard to their children
- to represent the service at local, regional and national groups, committees and events as appropriate
- to contribute, update and maintain any web pages and / or social media sites owned by Early Intervention Services as appropriate, ensuring information for families is accessible

- undertake any other duties relevant to the role as required by the Team Manager- Parenting and Family Support Corporate Manager for Early Intervention

General Responsibilities

- actively promote the Welsh language and service user language preferences as required by the Welsh language standards and More than Just Words framework
- develop effective partnership working with internal and external colleagues and other agencies
- adhere to relevant statutory legislation and guidance, internal policies and procedures in relation to professional and administrative matters
- to have knowledge and awareness of the relevant National and Local Strategies
- to attend team meetings, supervision sessions and training courses when appropriate and as directed by the Team Manager, for personal and professional development

Job Evaluation Post Ref

JD 1529

Person Specification

Essential		
Academic / Professional / Technical / Vocational Qualifications	A degree in working with children, young people and families or an ability to demonstrate competence through experience (at least 3 years)	
Welsh Linguistic Skills	Listening/Speaking: Level 4 Reading: Level 3 Writing: Level 3	The Welsh linguistic skills noted are required on appointment
English Linguistic Skills	Listening/Speaking: Level 5 Reading: Level 5 Writing: Level 5	The English linguistic skills noted are required on appointment.
Required Practical and personal skills	<ul style="list-style-type: none"> • excellent negotiation and communication skills to effectively engage with service users, families and partner agencies • ability and competency in working within various settings • ability to build rapport and positive relationships with service users and be innovative and creative in supporting their progress • awareness of relevant policies/ procedures/ processes related to the post • ability to build and maintain professional relationships • ability to supervise staff and volunteers • ability to plan, monitor and evaluate service delivery to meet identified needs • ability to communicate clearly and effectively with both children and adults, evidencing strong written and oral skills preferably in Welsh and English • undertake appropriate training to contribute to professional development and skills • understanding of roles and responsibilities within different environments and professional disciplines • work constructively as part of a team and on own initiative • able to manage difficult situations and support service users who may be anxious and distressed at times • work in an inclusive way to promote equality and support an individual to meet their potential • an appreciation of and ability to work in a person centered way • have an awareness of cultural and language issues • IT skills across a range of systems and tools, e.g. client database, e-mail, internet based learning programs and Microsoft applications • be effective in written and verbal communications; both face to face and using remote technology 	

	<ul style="list-style-type: none"> • be able to manage your own time and prioritise workloads and work as a member of a team • be able to work flexibly when under pressure and in the best interest of the assessed person, be that service user or carer • able to support service users to engage in physical and outdoor activities • ability and competency in working within various family settings, including home, centre-based, school and community environments • ability to plan, monitor and evaluate service delivery to meet identified needs of children, individuals, parents and families using a strengths based approach • ability to build and maintain professional relationships with delivery partners and stakeholders • ability to lead, support and supervise part-time staff, volunteers and apprentices • ability to plan, coordinate and have responsibility for a variety of resources and designated budgets • the ability to critically reflect upon one's own practice, make informed choices and implement positive change • ability to self-evaluate learning needs and actively seek learning opportunities • ability to understand and apply relevant theories including child learning and development and parenting programmes • understanding and experience of working effectively to develop positive interpersonal and family dynamics • be able to work outside normal office hours on weekends and evenings which may include occasional residential work • ability to drive and have own car to transport service users
<p>Required Experience</p>	<ul style="list-style-type: none"> • experience of working directly with children and/ or young people and/ or adults in groups/as a family or on a 1-1 basis • experience of supporting children, young people, parents and families with vulnerabilities or additional needs to achieve positive measurable change • experience of partnership and multi-agency working • experience or knowledge of child protection and safeguarding procedures • experience of developing and delivering training programmes to small groups of parents, young people or families • experience and knowledge of developing and using social media and websites to communicate knowledge, ideas and perspectives • experience of working closely with external professionals and key stakeholders in negotiating and advocating on behalf of families and young people to achieve their goals • experience of addressing key issues impacting on families and young people's lives today and delivering positive change

	<ul style="list-style-type: none"> • an excellent awareness and knowledge of services and agencies that support families and young people in Ceredigion • able to compile accurate records and reports and understand the importance of keeping in touch with the line manager at all times • manage assess risk and ensure that individuals are safe at all times whilst in your care • experience of working in a multi-agency environment. • knowledge of the needs of vulnerable families and children
Training/education required to be undertaken for the post/worked towards	<p>A willingness to undertake a relevant programme of Continued Professional Development as required</p> <p>Training in family and/or parenting interventions such as Family Links or Incredible Years.</p>

Desirable	
Qualifications / Training	Experience of coordinating and delivering research based parent programmes and knowledge of child development across the age range.
Practical / Personal Skills	<p>It is desirable for candidates to have:</p> <ul style="list-style-type: none"> • confidence in being able to work with individuals and in a group setting • an understanding of the Human Rights Act and United nations Convention on the Rights of a child (UNCRC) and Social Service Well-being Act 2014 • ability to compile brief and concise case recordings of any actions undertaken and record the outcomes • ability to contribute verbally and in written form to assessments and reviews • understanding of analysis and reflection in your work • the ability to work effectively from home, including good quality reliable broadband speed • experience of supporting adults, families with additional and/or complex needs with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection