

## Disgrifiad Swydd

Enw'r swydd	Rheolwr Cynorthwyol – Gwasanaethau Uniongyrchol
Gwasanaeth	Porth Gofal
Gradd	Gradd 10
Cyfeirnod at ddibenion Gwerthuso'r Swydd	JD 1550
Cyflog	£36,648 - £38,223
Pwrpas y Swydd	<p>Gweithio ym Model Gwasanaethau Integredig Gydol Oes a Llesiant i gynorthwyo â'r gwaith o gynllunio, cefnogi, goruchwyllo a gwneud gweithgareddau penodol a gwaith arall gydag oedolion a'u teuluoedd.</p> <p>Y rôl yw cynorthwyo'r Rheolwr Cofrestredig i reoli gwasanaethau Cartrefi Gofal Preswyl yr Awdurdod Lleol (gan gynnwys Gofal Preswyl a Gofal Dydd) o fewn adnoddau y cytunwyd arnynt a sicrhau darpariaeth o ansawdd uchel, sy'n canolbwyntio ar y cleient, yn unol â Deddf Gwasanaethau Cymdeithasol a Llesiant (Cymru) 2014 a Deddf Rheoleiddio ac Arolygu Gofal Cymdeithasol (Cymru).</p> <p>Dirprwyo ar ran y Rheolwr Cofrestredig pan fyddant yn absennol.</p> <p>Bod yn ymatebol ac yn hyblyg i anghenion y Model Gwasanaethau Integredig Gydol Oes a Llesiant gan gynnwys datblygu a chynnal ataliadau ac ymyriadau sy'n sicrhau canlyniadau da ac a fydd yn cynyddu diogelwch a gwydnwch defnyddwyr gwasanaethau.</p> <p>Bydd y rôl hon yn gweithio yn y Gwasanaethau Uniongyrchol sy'n cynnwys Gofal Preswyl a, phan nodir hynny, y gefnogaeth a'r ddarpariaeth gymunedol ehangach. Bydd y rôl yn rhoi gwasanaeth gofal a chymorth i bobl sydd ag ystod o anableddau, sy'n fregus ac sydd ag anghenion asesedig hirdymor, sef pobl sydd felly angen ystod o leoliadau parhaol, tymor byr a seibiant mewn lleoliad preswyl. Gallai hyn gynnwys defnyddwyr gwasanaeth sy'n byw â dementia.</p> <p>Bydd y rôl yn cynorthwyo oedolion i ddatblygu a gwneud gweithgareddau bywyd bob dydd, gan roi cefnogaeth sy'n canolbwyntio ar yr unigolyn.</p> <p>Ar adegau, pan fydd angen hynny, bydd gofyn i chi weithio mewn Tîm neu leoliad arall yn y Model Gwasanaethau Integredig Gydol Oes a Llesiant.</p>
Lleoliad	Cartref Gofal Preswyl Hafan Deg Gwasanaethau Uniongyrchol – Cartrefi Gofal Preswyl a chymuned / cartrefi defnyddwyr gwasanaeth.
Oriau Gwaith	37 awr yr wythnos
Math o Gytundeb	Llawn amser
Hyd y Cytundeb	Parhaol

Teitl swydd y Rheolwr Llinell	Rheolwr Cofrestredig
Cyfrifoldebau Goruchwylio / Rheoli	Bod yn rheolwr llinell llawn ar hyd at 15 aelod o staff, i gynnwys Gweithwyr Cymorth / prentisiaid / gwirfoddolwyr.
Atebolrwydd	Yn gyfrifol am: <ul style="list-style-type: none"> <li>offer TGCh e.e. llechen/taled, ffôn symudol ac/neu liniadur</li> </ul>
Telerau Cytundebol sy'n Gysylltiedig â'r Swydd	<p>Mae diogelu oedolion sy'n gwynebu risg yn flaenoriaethau allweddol i ni. Ein nod yw cefnogi oedolion sy'n gwynebu risg er mwyn sicrhau eu bod mor ddiogel â phosibl. Rydym ni yn cydnabod bod oedolion sy'n gwynebu risg a'r hawl i gael eu hamddiffyn a byddwn yn cymryd camau i ddiogelu'u lles. Disgwylir i bob aelod staff a gwirfoddolwr rannu'r ymrwymiad hwn a byddwn yn gofyn am Wiriad Manylach y Gwasanaeth Datgelu a Gwahardd (DBS), sef y CRB gynt.</p> <p>Gall uwch reolwyr eich cyfarwyddo i weithio yn unrhyw un o Gartrefi Gofal Preswyl yr Awdurdod Lleol ar fyr rybudd os oes problem gwasanaeth diogel.</p>
Trosolwg o'r Model Gwasanaethau Integredig Gydol Oes a Llesiant	<p>Mae Model Gwasanaethau Integredig Gydol Oes a Llesiant Ceredigion yn ffordd newydd o ddiwallu anghenion pobl drwy sicrhau bod y bobl iawn yn eu lle i wneud y penderfyniadau iawn ar yr adeg iawn.</p> <p>Bydd y Model Gwasanaethau Integredig Gydol Oes a Llesiant:</p> <ul style="list-style-type: none"> <li>yn fan cyswllt cyntaf ar gyfer preswylwyr a phartneriaid allweddol</li> <li>yn llunio ac yn darparu pecynnau atal ac ymyrraeth gynnar pwrpasol i ddiwallu anghenion unigolion</li> <li>yn penderfynu ar y gwasanaethau mwyaf priodol i roi gofal a chymorth ar waith yn brydlon</li> <li>yn monitro ac yn gwerthuso effaith y cymorth</li> </ul>

## Dyletswyddau a Chyfrifoldebau

### PRIF DDYLETSWYDDAU A CHYFRIFOLDEBAU RHEOLI GOFAL

- fel Rheolwr Cynorthwyol, yn gyfrifol am sicrhau bod y gwasanaethau a ddarperir yn parhau i gydymffurfio'n llawn â Deddf Rheoleiddio ac Arolygu Gofal Cymdeithasol (Cymru) 2016 a'r rheoliadau cysylltiedig
- datblygu ac adolygu cynlluniau a phrotocolau gofal i unigolion sy'n rhoi digon o ystyriaeth i anghenion corfforol a chymdeithasol pob person
- sicrhau partneriaeth reolaidd ag unigolion, eu teuluoedd ac asiantaethau eraill mewn ffordd sy'n gyson ac yn rhagweithiol, gan ddefnyddio dull arwyddion diogelwch sy'n seiliedig ar gryfderau wrth gynllunio a chytuno ar gynlluniau gofal a chymorth i ddefnyddwyr gwasanaeth
- mynd ati eich hun i roi gofal pan fo angen yn codi yn y gwasanaeth
- derbyn cleientiaid i'r Cartref yn unol â'r broses asesu a chymryd rhan mewn adolygiadau dilynol

- pan fydd angen hynny, rhoi meddyginiaeth ar bresgripsiwn i ddefnyddwyr gwasanaeth a chynorthwyo i reoli system effeithiol ar gyfer rheoli a rhoi meddyginiaeth yn ddiogel yn unol â pholisi a gweithdrefnau rhanbarthol a mewnol
- cynorthwyo'r Rheolwr Cofrestredig i fonitro'r defnydd ar Dechnoleg Gynorthwyol yn y Cartref
- cadw cofnodion ar systemau TG (e.e. WCCIS) ac adolygu ansawdd a sicrhau bod ymchwiliadau wedi'u cwblhau
- bod yn gyfrifol fel Rheolwr Cynorthwyol am sicrhau gweithredu systemau gweithio diogel a sefydledig a sicrhau y cedwir at y systemau hyn o ddydd i ddydd er mwyn galluogi'r gwasanaeth i fodloni gofynion RIDDOR, COSHH, codi a chario, cymorth cyntaf a meddyginiaeth. Adolygu pan gaiff pryderon eu codi
- rhoi datganiad tyst a darparu dogfennaeth pan ofynnir amdanynt ar gyfer achos cyfreithiol, a cheisiadau Rhyddid Gwybodaeth lle bo angen

### **Rheoli staff**

- recriwtio a dewis staff yn unol â gweithdrefnau a osodwyd
- sicrhau trefnu gweithdrefnau sefydlu/cynefino digonol, a'u gweithredu maes o law
- gosod targedau a mesur y targedau hynny ar gyfer perfformiad staff trwy werthuso, cefnogi a goruchwyllo
- nodi anghenion hyfforddi staff a threfnu rhaglenni hyfforddi cysylltiedig, a datblygu safonau
- cwnsela a disgyblu staff yn unol â gweithdrefnau y cytunwyd arnynt
- trefnu a chadeirio cyfarfodydd staff a rhoi camau gweithredu y cytunwyd arnynt ar waith
- cydlynu â Chynrychiolwyr Undebau Llafur yn ôl yr angen ac ar y cyd ag Adnoddau Dynol
- gwneud ymweliadau â chartrefi, e.e. mewn achosion o salwch tymor hir, profedigaeth deuluol

### **Rheoli Ariannol a Swyddfa**

- cynorthwyo i sicrhau lefelau staffio a chyllidebau perthnasol yn unol â gweithdrefnau y cytunwyd arnynt
- rheoli gwariant nad yw'n ymwneud â staffio yn unol â Pholisïau Caffael ac Ariannol y Cyngor
- darparu trefniadau digonol ar gyfer cadw'n ddiogel eitemau megis arian mân, trafodion ychwanegol, y defnydd o Gerdyn Credyd y Cyngor a derbyn incwm yn unol â pholisïau ariannol y Cyngor. Derbyn ac archebu nwyddau

### **Cynllunio a Datblygu Gwasanaethau**

- cynorthwyo'r Rheolwr Cofrestredig i nodi anghenion ar gyfer newid a datblygu'r ddarpariaeth
- cynorthwyo yn y gwaith o gynllunio wrth gefn a chynllunio at argyfwng ar gyfer yr Awdurdod Lleol
- cynorthwyo'r Rheolwr i ddatblygu cynlluniau realistig wedi'u costio
- cynorthwyo'r Rheolwr i ymgysylltu â phreswylwyr, staff, teuluoedd a gweithwyr proffesiynol i oruchwyllo Sicrhau Ansawdd gan weithio ar y cyd â'r Cydlynnydd Gweithrediadau
- cynorthwyo yn y broses o gynllunio wrth gefn a chynllunio at argyfwng ar lefel leol ac Adrannol. Bydd hyn yn cynnwys bod yn rhan o sefydlu a rheoli Canolfan Orffwysu pe bai argyfwng

### **Cysylltiadau Cyhoeddus**

- cynorthwyo i ddatblygu perthynas effeithiol gyda chymunedau lleol ac asiantaethau Gwirfoddol o ran darparu gwasanaethau ac annog gweithgareddau codi arian

### **Iechyd a Diogelwch ac Atal a Rheoli Heintiau**

- sicrhau y cedwir at bolisïau a gweithdrefnau Iechyd a Diogelwch gan gynnwys Rheoliadau Codi a Chario'r EEC
- arwain ar ofynion atal a rheoli heintiau yn y Cartref a sicrhau cadw at brotocolau ar y cyd â Pholisïau a Phrotocolau'r Cyngor ynghyd ag Iechyd Cyhoeddus Cymru

### **Cyflenwi Rheolaeth**

- gweithio ar rota gyda lleoliadau cofrestredig eraill i roi cymorth rheoli dros gyfnod o 7 diwrnod ar gyfer lleoliadau cofrestredig
- gwneud unrhyw ddyletswyddau eraill sy'n gymesur â lefel a disgwyliadau'r swydd, gan gynnwys pan fo angen gweithio mewn Tîm ac/neu mewn lleoliad arall

## Manyleb Person

Hanfodol		
Cymwysterau Academaidd / Proffesiynol / Technegol / Galwedigaethol	<ul style="list-style-type: none"> <li>• Lefel 4 lechyd a Gofal Cymdeithasol QCF/NVQ/City &amp; Guilds neu barodrwydd i gwblhau o fewn 12 mis</li> <li>• Lefel 2 lechyd a Gofal Cymdeithasol QCF/NVQ/City &amp; Guilds: Craidd</li> <li>• Lefel 3 lechyd a Gofal Cymdeithasol QCF/NVQ/City &amp; Guilds: Ymarfer (Oedolion)</li> <li>• tystiolaeth o ymrwymiad i ddatblygiad a hyfforddiant proffesiynol parhaus</li> <li>• 4 blynedd o brofiad yn gweithio mewn lleoliad gofal</li> </ul>	
Sgiliau Ieithyddol Cymraeg	Gwrando/Siarad: <b>Lefel 3</b> Darllen: <b>Lefel 2</b> Ysgrifennu: <b>Lefel 2</b>	Rhaid meddu ar y sgiliau ieithyddol Cymraeg a nodir o fewn dwy flynedd i gael eich penodi.
Sgiliau Ieithyddol Saesneg	Gwrando/Siarad: <b>Lefel 3</b> Darllen: <b>Lefel 3</b> Ysgrifennu: <b>Lefel 3</b>	Rhaid meddu ar y sgiliau ieithyddol Saesneg a nodir ar adeg penodi.
Sgiliau Ymarferol / Personol gofynnol	<ul style="list-style-type: none"> <li>• profiad blaenorol yn goruchwyllo ac yn rheoli yn absenoldeb y Rheolwr</li> <li>• profiad o Reoli Gofal</li> <li>• profiad o ddatblygu a monitro Cynlluniau Gofal Unigol</li> <li>• profiad o ymgynghori a chydlynu â Chleientiaid a'u teuluoedd</li> <li>• profiad o adolygu gweithdrefnau</li> <li>• profiad o reoli staff o ddydd i ddydd</li> <li>• gwybodaeth a phrofiad codi a chario</li> <li>• gallu delio â gweithdrefnau cyllidebol megis arian mân ac archebu nwyddau</li> <li>• profiad o gydlynu ag asiantaethau statudol a gwirfoddol</li> <li>• gallu datblygu cysylltiadau effeithiol â chymunedau lleol</li> <li>• angen sgiliau rhyngpersonol rhagorol, gyda'r gallu i ymgysylltu'n effeithiol â phlant, pobl ifanc, oedolion a'u teuluoedd</li> <li>• gallu ffurfio perthynas weithio adeiladol gyda chydweithwyr, cymunedau a rhwydweithiau eraill</li> <li>• gallu cyfathrebu'n glir ac yn effeithiol gydag oedolion a phlant, gan ddangos sgiliau ysgrifenedig a llafar yn y Gymraeg neu'r Saesneg</li> <li>• gwneud hyfforddiant priodol i gyfrannu at ddatblygiad proffesiynol a sgiliau</li> <li>• deall y rolau a'r cyfrifoldebau mewn amgylcheddau a disgyblaethau proffesiynol gwahanol</li> <li>• gweithio'n adeiladol fel rhan o dîm ac ar eich liwt eich hun</li> </ul>	

	<ul style="list-style-type: none"> <li>• gallu cefnogi defnyddwyr y gwasanaeth a allai fod yn bryderus ac yn ofidus ar adegau gan gynnwys achosion cymhleth</li> <li>• gweithio mewn ffordd gynhwysol er mwyn hyrwyddo cydraddoldeb a chefnogi unigolion i gyflawni eu potensial</li> <li>• gwerthfawrogi ffordd o weithio sy'n canolbwyntio ar yr unigolyn a gallu gweithio yn y ffordd honno</li> <li>• bod ag ymwybyddiaeth o faterion diwylliannol ac ieithyddol</li> <li>• sgiliau TG ar draws amrywiaeth o systemau ac offer, e.e. cronfa ddata cleientiaid gofal cymdeithasol, e-bost, rhaglenni dysgu ar y rhyngwrdd a rhaglenni Microsoft</li> <li>• gallu cyfathrebu'n effeithiol yn ysgrifenedig ac yn llafar; wyneb yn wyneb a thrwy ddefnyddio technoleg o bell</li> <li>• gallu rheoli eich amser eich hun, a blaenoriaethu llwythi gwaith a gweithio fel aelod o dîm</li> <li>• gallu gweithio'n hyblyg o dan bwysau ac er lles y person sy'n cael ei asesu, boed hwnnw'n ddefnyddiwr gwasanaeth neu'n ofalwr</li> <li>• gallu cefnogi defnyddwyr gwasanaeth i gymryd rhan mewn gweithgareddau i hyrwyddo lles corfforol a meddyliol, gall hyn gynnwys gweithgareddau yn yr awyr agored</li> <li>• wedi cofrestru â Gofal Cymdeithasol Cymru</li> </ul>
<p>Profiad gofynnol</p>	<ul style="list-style-type: none"> <li>• 2 flynedd o brofiad o weithio gyda phlant, pobl ifanc neu oedolion mewn perygl</li> <li>• profiad o weithio'n uniongyrchol gyda phlant ac/neu bobl ifanc ac/neu oedolion a hynny mewn grwpiau/fel teulu neu un-i-un</li> <li>• gallu llunio cofnodion ac adroddiadau cywir a deall pwysigrwydd cadw mewn cysylltiad â'r rheolwr llinell bob amser</li> <li>• asesu unrhyw risg mewn sefyllfa a risgiau i'r tymor canolig a sicrhau bod unigolion sydd yn eich gofal bob amser yn ddiogel</li> <li>• gwybodaeth am anghenion teuluoedd, plant ac/neu oedolion sy'n agored i niwed</li> </ul>
<p>Hyfforddiant/addysg y mae'n ofynnol eu cyflawni/gweithio tuag atynt</p>	<p>Bydd yn rhaid i chi wneud y cyrsiau e-ddysgu gorfodol canlynol:</p> <p><b>Diogelu Plant ac Oedolion mewn perygl – Lefel 1</b>  <b>Trais yn erbyn Menywod, Cam-drin Domestig a Thrais Rhywiol (VAWDASV)</b>  <b>Chwythu'r chwiban</b>  <b>Deddf Llesiant Cenedlaethau'r Dyfodol</b>  <b>Cydraddoldeb ac Amrywiaeth</b>  <b>Diogelu data</b>  <b>Ymwybyddiaeth o'r Gymraeg</b>  <b>Iechyd a Diogelwch</b>  <b>Diogelwch Gwybodaeth</b></p> <p>Yn ogystal â'r uchod, bydd gofyn i chi wneud hyfforddiant perthnasol arall megis:  Modiwlau Diogelu  Rheoli a rhoi meddyginiaeth</p>

	<p>Diogelwch Tân a Gadael mewn Argyfwng  Codi a chario  Rheoli sefyllfaoedd heriol  Team Teach ac/neu Reoli Ymddygiad Cadarnhaol  FITS wrth ymarfer a hyfforddiant ychwanegol ar Dementia y cytunir arno  Hyfforddiant ymlyniad  Gwaith Uniongyrchol mewn grwpiau neu 1-1  Ymwybyddiaeth gyffredinol o Ddeddf Gwasanaethau Cymdeithasol a Lles (SSWB) 2014  Arwyddion Diogelwch a Lles  Cymorth Cyntaf  Cymhwyster asesu rhianta  Dadansoddi ac adfyfrio wrth asesu  Hyfforddiant MIDAS  Hyfforddiant SALT  Fframwaith Sefydlu Iechyd a Gofal Cymdeithasol Cymru Gyfan (AWIF)</p> <p>Bydd rhaid i chi wneud o leiaf 90 awr o hyfforddiant dros gyfnod o 3 blynedd. Trafodir y gofynion hyfforddiant mewn sesiynau Goruchwylio.</p>
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Dymunol	
Cymwysterau / Hyfforddiant	
Sgiliau Ymarferol / Personol	<p>Mae'n ddymunol i ymgeiswyr gael y canlynol:</p> <ul style="list-style-type: none"> <li>• profiad o gydlynu ag asiantaethau statudol a gwirfoddol ynghylch mentrau cydweithredol</li> <li>• profiad o weithredu cynlluniau perfformiad staff</li> <li>• profiad o wneud gwaith gofal personol</li> <li>• profiad o oruchwylio neu reoli</li> <li>• tystiolaeth o ddatblygiad proffesiynol parhaus</li> <li>• profiad o dechnegau codi a chario priodol</li> <li>• hyderus eich bod yn gallu gweithio gydag unigolion a grwpiau</li> <li>• gwybodaeth am ddefnyddio technoleg gynorthwyol, teleofal, cymhorthion/offer ar gyfer byw bob dydd</li> <li>• Deddf Llesiant Gwasanaethau Cymdeithasol (Cymru) 2014</li> <li>• gwybodaeth a dealltwriaeth o gyflyrau cynyddol e.e. dementia, clefyd Parkinson</li> <li>• gwybodaeth a dealltwriaeth o alluedd meddyliol</li> <li>• gallu llunio cofnodion achos byr a chryno am unrhyw gamau gweithredu a wnaed a chofnodi'r canlyniadau</li> <li>• gallu cyfrannu ar lafar ac yn ysgrifenedig at asesiadau ac adolygiadau</li> <li>• dealltwriaeth o ddadansoddi ac adfyfrio yn eich gwaith</li> </ul>

	<ul style="list-style-type: none"><li>• gallu gweithio'n effeithiol gartref, gan gynnwys cyflymder band eang dibynadwy o ansawdd da</li><li>• profiad o gefnogi oedolion a theuluoedd sydd ag anghenion ychwanegol ac/neu gymhleth gyda pholisïau a gweithdrefnau yn ymwneud â diogelu, iechyd, diogelwch eiddo a diogelwch personol, cyfrinachedd a diogelu data</li></ul>
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## Job Description

Post Name	Assistant Manager – Direct Services
Service	Porth Gofal
Grade	Grade 10
Job Evaluation Post Ref	JD 1550
Salary	£36,648 - £38,223
Job Purpose	<p>To work in the Through Age and Wellbeing Integrated Services Model to assist in planning, supporting, supervising and undertaking specific activities and other work with adults and their families.</p> <p>The role is to assist the Registered Manager to manage the Local Authorities Residential Care Homes services (to include Residential and Day Care) within agreed resources and to ensure the provision of high quality, client centered in line with the Social Services &amp; Wellbeing (Wales) Act 2014 and Regulation &amp; Inspection of Social Care (Wales) Act.</p> <p>To deputize for the Registered Manager in their absence</p> <p>To be responsive and flexible to the needs of the Through Age and Wellbeing Integrated Services Model including developing and running preventions &amp; interventions that promote good outcomes and that will increase the safety and resilience of service users.</p> <p>This role will work in the Direct Services which includes Residential Care provision and when identified the wider community support and provision. The role will provide care and support service for people with a range of disabilities and those who are frail with long term assessed needs who require a range of permanent, short term and respite placements within a residential setting. This could include service users living with dementia.</p> <p>The role will provide person centred support to adults, to develop and maintain activities of daily living.</p> <p>On occasions where there is a need you will be required to work in another Team or location within the Through Age and Wellbeing Integrated Services Model.</p>
Location	Hafan Deg Residential Care Home Direct Services – Residential Care homes and service users' homes / community.
Hours of Work	37 hours per week
Type of Contract	Full time
Contract Duration	Permanent
Line Managers Job Title	Registered Manager

Supervisory/Managerial Responsibilities	Full line management of up to 15 members of staff, to include Support Workers / apprentices / volunteers.
Accountability	Responsible for: <ul style="list-style-type: none"> <li>I.C.T. equipment e.g. tablet, mobile phone and/or a laptop</li> </ul>
Contractual Terms Associated with the Post	<p>Safeguarding adults at risk is a key priority for us. We aim to support adults at risk to ensure they are as safe as they can possibly be. We acknowledge that adults at risk have a 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), formerly CRB.</p> <p>Senior management may direct you to work in any of the Local Authority Residential Care Homes at short notice if there is a safe service issue</p>
Overview of the Through Age and Wellbeing Integrated Services Model	<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"> <li>be the first point of contact for service users and key partners</li> <li>design and deliver early prevention and intervention packages bespoke to individuals' needs</li> <li>decide upon the most appropriate services to deliver care and support in a time-related manner</li> <li>monitor and evaluate the impact of support</li> </ul>
Duties and Responsibilities	
<p><b>MAIN DUTIES AND RESPONSIBILITIES</b></p> <p><b>CARE MANAGEMENT</b></p> <ul style="list-style-type: none"> <li>accountable as Assistant Manager for ensuring that service delivery remains fully compliant with the Regulation and Inspection of Social Care (Wales) Act 2016 and associated regulations</li> <li>development and review of individual plans and protocols for care which adequately take into account each person's physical and social needs</li> <li>to ensure regular partnership with individuals, their families and other agencies in a consistent and proactive way, using a signs of safety strengths based approach in the planning and agreeing care and support plans for service users</li> <li>personal involvement with care delivery when the need arises within the service</li> <li>acceptance of clients for admission to the Home in accordance with the assessment process and participation in subsequent reviews</li> </ul>	

- when required to administer prescribed medication to service user's and assist in the management of an effective system for the safe control and administration of medication in accordance with regional and internal policy and procedure
- assist the Registered Manager in monitoring the use of Assistive Technology within the Home
- to maintain recordings on IT systems (e.g. WCCIS)) and review quality and complete Investigations are completed
- to be responsible as Assistant Manager for ensuring that established and implemented safe working systems are adhered to on a day to day basis which will enable the service to meet requirements under RIDDOR, COSHH, manual handling, first aid and medication. And to review in where concerns are identified
- to provide a witness statement and provide documentation when requested for legal proceedings, Freedom of Information requests where necessary

### **Management of staff**

- recruitment and selection of staff in accordance with laid down procedures
- ensuring the provision of adequate induction procedures and their subsequent implementation
- setting and measuring targets for staff performance through appraisal, support and supervision
- identification of staff training needs and arrangement of associated training programmes, and development of standards
- counselling and discipline of staff in accordance with agreed procedures
- convening and chairing staff meetings and implementation of subsequent actions
- liaison with Trade Union Representatives as required and in conjunction with HR
- undertaking Home Visits, e.g. in cases of long-term sickness, family bereavement

### **Financial and Office Management**

- assisting with ensuring relevant staffing levels and budgets according to agreed procedures
- management of non-staffing expenditure in accordance with the Council's Procurement and Financial Policies
- provision of adequate arrangements for safe keeping, petty cash, additional transactions, the use of the Council's Credit Card and receipt of income in accordance with the Council's financial policies. Receipt and ordering of goods

### **Planning and Development of Services**

- assisting the Registered Manager with identifying needs for changes and development in the provision
- assist in the process of contingency and emergency planning for the Local Authority
- assisting the Team Manager with the development of costed and realistic plans

- to assist the Manager in engaging with residents, staff, families and professionals to maintain oversight on Quality Assurance working in conjunction with the Operations Coordinator
- to assist in the process of contingency and emergency planning on a local and Departmental level. This will include being involved in the setting up and management of a Rest Centre in the event of an emergency situation

### **Public Relations**

- assist in developing effective relationships with local communities and Voluntary agencies regarding the provision of services and encouragement of fund-raising activities

### **Health and Safety and Infection, Prevention and Control**

- ensuring the observance of Health and Safety policy and procedures including the EEC Manual Handling Regulations
- to lead on the IP&C requirements of the home and ensure protocols are maintained in conjunction with Council Policy and Protocols along with Public Health Wales

### **Management Cover**

- to work on a rota basis with other registered settings to provide management support over a 7 day period for registered settings
- to undertake any other duties commensurate with the level and expectation of the post, including when required working in another Team and/ or location

## Person Specification

Essential		
Academic / Professional / Technical / Vocational Qualifications	<ul style="list-style-type: none"> <li>QCF/NVQ/City and Guilds Level 4 Health and Social Care or the willingness to complete within a 12 month period</li> <li>QCF/NVQ/City and Guilds Level 2 Health and Social Care: Core</li> <li>QCF/NVQ/City and Guilds Level 3 Health and Social Care: Practice (Adults)                             <ul style="list-style-type: none"> <li>and a proven commitment to ongoing professional development and training</li> <li>and 4 years' experience of working in care setting</li> </ul> </li> </ul>	
Welsh Linguistic Skills	Listening/Speaking: <b>Level 3</b> Reading: <b>Level 2</b> Writing <b>Level 2</b>	The Welsh linguistic skills noted must be attained within two years of appointment.
English Linguistic Skills	Listening/Speaking: <b>Level 3</b> Reading: <b>Level 3</b> Writing <b>Level 3</b>	The English linguistic skills noted are required on appointment
Required practical and personal skills	<ul style="list-style-type: none"> <li>previous Supervisory and provide management cover in the absence of the Manager</li> <li>experience in Care Management</li> <li>experience of developing and monitoring Individual Care Plans</li> <li>experience of consulting and liaising with Clients and their families</li> <li>experience of reviewing procedures</li> <li>experience of day to day staff management</li> <li>manual handling knowledge and experience</li> <li>ability to deal with budgetary procedures such as petty cash and ordering of goods</li> <li>experience of liaising with statutory and voluntary agencies</li> <li>ability to develop effective relationships with local communities</li> <li>excellent interpersonal skills required, with an ability to effectively engage with children, young people, adults and families</li> <li>ability to form constructive working relationships with colleagues, communities and other networks</li> <li>ability to communicate clearly and effectively with both children and adults, evidencing good written and oral skills in Welsh or English</li> <li>undertake appropriate training to contribute to professional development and skills</li> </ul>	

	<ul style="list-style-type: none"> <li>• understanding of roles and responsibilities within different environments and professional disciplines</li> <li>• work constructively as part of a team and on own initiative</li> <li>• able to support service users who may be anxious and distressed at times including complex cases</li> <li>• work in an inclusive way to promote equality and support an individual to meet their potential</li> <li>• have an awareness of cultural and language issues</li> <li>• IT skills across a range of systems and tools, e.g. social care client database, e-mail, internet based learning programs and Microsoft applications</li> <li>• be effective in written and verbal communications; both face to face and using remote technology</li> <li>• be able to manage your own time and priorities workloads and work as a member of a team</li> <li>• be able to work flexibly when under pressure and in the best interest of the assessed person, be that service user or carer</li> <li>• able to support service users to engage in activities to promote physical and mental wellbeing, this may include but is not limited to outdoor activities</li> <li>• registration with Social Care Wales</li> </ul>
Required Experience	<ul style="list-style-type: none"> <li>• 2 years' experience of working with Children, young people, or adults at risk</li> <li>• experience of working directly with children and/ or young people and/ or adults in groups/as a family or on a 1-1 basis</li> <li>• able to compile accurate records and reports and understand the importance of keeping in touch with the line manager at all times</li> <li>• to assess situational and medium term risk and ensure that individuals are safe at all times whilst in your care</li> <li>• knowledge of the needs of vulnerable families and children and/or adults</li> </ul>
Training/education required to be undertaken for the post/worked towards	<p>You will be required to undertake the following mandatory e-learning courses:</p> <p><b>Safeguarding Children &amp; Adults at risk – Level 1</b>  <b>Violence against Women, Domestic Abuse &amp; Sexual Violence (VAWDASV)</b>  <b>Whistleblowing</b>  <b>Well-being of Future Generations Act</b>  <b>Equality &amp; Diversity</b>  <b>Data Protection</b>  <b>Welsh Language Awareness</b>  <b>Health &amp; Safety</b>  <b>Information Security</b></p> <p>In addition to the above you will also be asked to do other relevant training such as:  Safeguarding Modules  Management and administration of medication  Fire Safety and Evacuation</p>

	<p>Manual Handling  Managing challenging situations  Team Teach and/ or Positive Behavior Management  FITS into practice and additional agreed Dementia training.  Attachment training  Direct Work in groups or 1-1  SSWB Act 2014 – General awareness  Signs of Safety and Well-being  First Aid  Parenting assessment qualification  Analysis and reflection in assessments  MIDAS training  SALT Training  AWIF</p> <p>It will be a requirement that you must complete a minimum of 90 hours of training over a 3 year period. Training requirements will be included in Supervision sessions.</p>
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Desirable	
Qualifications / Training	
Practical / Personal Skills	<p>It is desirable for candidates to have:</p> <ul style="list-style-type: none"> <li>• experience of liaising with statutory and voluntary agencies regarding collaborative ventures</li> <li>• experience of implementing staff performance schemes</li> <li>• experience of undertaking personal care</li> <li>• to have supervisory or managerial experience</li> <li>• evidence of continuous professional development</li> <li>• experience of appropriate manual handling techniques</li> <li>• confident in being able to work with individuals and in a group setting</li> <li>• knowledge of use of assistive technology, telecare, aids to daily living equipment</li> <li>• The Social Service Well-being Act (Wales) 2014</li> <li>• knowledge and understanding of progressive conditions e.g. dementia, Parkinson's</li> <li>• knowledge and understanding of mental capacity</li> <li>• ability to compile brief and concise case recordings of any actions undertaken and record the outcomes</li> <li>• ability to contribute verbally and in written form to assessments and reviews</li> <li>• understanding of analysis and reflection in your work</li> <li>• the ability to work effectively from home, including good quality reliable broadband speed</li> </ul>

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|  | <ul style="list-style-type: none"><li>• experience of supporting adults and families with additional and/or complex needs with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection</li></ul> |
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