Disgrifiad Swydd

Teitl y Swydd	Gweithiwr Cymorth a Gofal Lefel 2
Gwasanaeth	Porth Gofal
Graddfa	5
Pwynt/iau Cyflog	5 - 6
Cyflog	£23,500 - £23,893 pro rata
Pwrpas y Swydd	Gweithio yn y Model Gwasanaethau Integredig Gydol Oes a Llesiant i gynorthwyo a gwneud gweithgareddau penodol a gwaith arall gydag oedolion a'u teuluoedd. Mae'r rôl hon yn golygu rhoi gofal personol i oedolion pan nodir hynny yng nghynllun Gofal a Chymorth defnyddwyr y gwasanaeth. 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. 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 gofal a chymorth i bobl sydd ag ystod o anableddau, pobl 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 a dementia. Bydd y rôl yn cynorthwyo oedolion i ddatblygu a gwneud gweithgareddau bywyd bob dydd, gan roi cefnogaeth sy'n canolbwyntio ar yr unigolyn Ar adegau, pan fydd angen hynny, bydd gofyn i chi weithio mewn Tim neu leoliad arall yn y model Gwasanaethau Integredig Gydol Oes a Llesiant
Lleoliad	Cartrefi Gofal Preswyl a chymuned / cartref defnyddwyr gwasanaeth
Oriau Gwaith	18 awr yr wythnos
Math o Gytundeb	Rhan-amser
Hyd y Cytundeb	Parhaol
Teitl swydd y Rheolwr Llinell	Rheolwr/Rheolwr Cynorthwyol
Cyfrifoldebau Goruchwylio / Rheoli	Dim
Atebolrwydd	Yn gyfrifol am: • Offer TGCh ee. Llechen / tabled, ffon symudol ac / neu liniadur. • Caiff y Disgrifiad Swydd hwn ei adolygu bob blwyddyn gyda deiliad y swydd

Telerau Cytundebol sy'n Gysylltiedig â'r Swydd	• Mae diogelu oedolion sy'n gwynebu risg yn flaenoriaethau allweddol i ni. Ein nôd 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. • Wedi cofrestru â Gofal Cymdeithasol Cymru. • 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.

Dyletswyddau a chyfrifoldebau

Dyletswyddau gofalu a chynorthwyo

- Rhoi meddyginiaeth ar bresgripsiwn i ddefnyddwyr gwasanaeth gan gynnwys cyffuriau rheoledig.
- Cyflawni dyletswyddau fel y nodir mewn cynlluniau gofal a chymorth, bydd hyn yn cynnwys gweithio gyda defnyddwyr gwasanaeth sydd ag anghenion cymhleth neu ddwys.
- Cynnal rhaglenni gwaith penodol yn uniongyrchol ac yn rhithwir gydag oedolion a hynny un-i-un neu mewn grŵp, gan weithio ochr yn ochr â gweithwyr proffesiynol ac asiantaethau eraill i gefnogi cynlluniau gofal a chymorth unigol.
- Sicrhau y cedwir at systemau gweithio diogel o ddydd i ddydd er mwyn galluogi'r gwasanaeth i fodloni gofynion RIDDOR, COSHH, codi a chario, cymorth cyntaf a meddyginiaeth.
- Ymateb i unrhyw sefyllfaoedd brys drwy gymryd y camau priodol e.e. cysylltu â meddyg, gwasanaeth ambiwlans, gwasanaeth tân, gwasanaeth heddlu ac ati.
- Bod yn gyfrifol am drin yn ddiogel eiddo ac offer sy'n perthyn i'r defnyddiwr gwasanaeth.
- Meithrin perthynas waith effeithiol gyda defnyddwyr gwasanaeth, a chyfathrebu'n dda â nhw.
- Adnabod a rheoli risgiau yn y byrdymor a'r tymor canolig i sicrhau bod defnyddwyr y gwasanaeth yn ddiogel a nodi risgiau y mae'n rhaid eu huwchgyfeirio i'r gweithiwr proffesiynol.
- Bod yn gyfrifol am gynnal gwaith ymyriadau ac atal, gan gynnwys achosion cymhleth, a fydd yn cefnogi unigolion â'u lles meddyliol, cymdeithasol a chorfforol a cheisio gwella eu canlyniadau tymor hir.
- Gweithio mewn partneriaeth gydag unigolion, eu teuluoedd ac asiantaethau eraill mewn ffordd gyson a rhagweithiol, gan ddefnyddio dull Arwyddion Diogelwch sy'n rhoi pwyslais ar gryfderau, gan gynnwys mewn amgylchiadau pan fo'r berthynas yn anodd.
- Rhoi gofal personol yn unol â'r cynllun gofal a chymorth ac yn cynnwys y technegau codi a chario cywir.
- Defnyddio technegau Rheoli Ymddygiad Cadarnhaol neu Team Teach yn ôl cyfarwyddiadau'r cynllun gofal a chymorth.
- Rhoi datganiad llygad-dyst ar gyfer achosion cyfreithiol lle bo angen.
- Diweddaru systemau cofnodi yn ôl y galw i gadw cofnod o'ch gwaith.
- Gweithio yn ystod y dydd a'r nos ar rota dreigl. Bydd disgwyl i staff nos weithio yn ystod y dydd ar adegau i gyflenwi, hyfforddi neu oruchwylio. Bydd gofyn i staff dydd gyflenwi shifft nos fel rhan o hyfforddiant neu i gyflenwi.
- Gwneud unrhyw ddyletswyddau eraill sy'n gymesur â lefel a disgwyliad y swydd, gan gynnwys pan fydd angen gweithio mewn Tîm ac/neu leoliad arall.

Sicrhau Ansawdd

- Rhoi gwybod i'r Tîm Rheoli am bob cwyn a chanmoliaeth.
- Trafod ac eirioli dros ddefnyddwyr gwasanaeth, teuluoedd ac eraill, yn ogystal â gyda nhw.
- Trefnu a chymryd rhan mewn cyfarfodydd defnyddwyr gwasanaeth rheolaidd.
- Cadw cofnodion priodol yn unol â gofynion y Cyngor neu'r Gwasanaeth a darparu data pan fo hynny'n berthnasol.

Cyfrifoldebau Cyffredinol

- Hyrwyddo'r Gymraeg a dewis iaith defnyddwyr gwasanaeth yn ôl gofynion safonau'r Gymraeg a fframwaith Mwy na Geiriau.
- Hyrwyddo cyfle cyfartal wrth ddarparu gwasanaethau.
- Gweithio fel tîm a deall eich rôl a'ch cyfrifoldebau chi ynddo.
- Cadw gwybodaeth sy'n ymwneud â defnyddwyr gwasanaeth, ymwelwyr a staff yn gyfrinachol.
- Sicrhau bod yr holl gofnodion Iechyd a Diogelwch a goruchwylio gofynnol yn cael eu cwblhau yn unol â pholisïau a systemau perthnasol.
- Hyrwyddo a pharchu hawliau defnyddwyr gwasanaeth i breifatrwydd, urddas a dewis.
- Hebrwng defnyddwyr gwasanaeth i fynd allan er mwyn iddynt gadw cysylltiadau cymunedol.
- Datblygu gwaith partneriaeth effeithiol gyda chydweithwyr mewnol ac allanol ac asiantaethau eraill.
- Cadw at ddeddfwriaeth a chanllawiau statudol perthnasol, polisïau a gweithdrefnau mewnol mewn perthynas â materion proffesiynol a gweinyddol.
- Bod yn ymwybodol a gwybod am Strategaethau Cenedlaethol a Lleol perthnasol gan gynnwys y Strategaeth Integredig Gydol Oes a Lles.
- Mynychu cyfarfodydd tîm, sesiynau goruchwylio a chyrsiau hyfforddiant pan fydd yn briodol ac yn unol â chyfarwyddyd y Rheolwr Llinell, ar gyfer datblygiad personol a phroffesiynol.

Cyfeirnod at Ddibenion Gwerthuso Swyddi	JD 1553-01

Manyleb Person

<table>
<tr><th colspan="4">Gofynnol</th></tr>
<tr><td>Cymwysterau Academaidd / Proffesiynol / Technegol / Galwedigaethol</td><td colspan="3">Fframwaith Sefydlu Cymru Gyan (HSC) neu gyfwerth neu barodrwydd i’w gwblhau.
<u>ac</u>
Iechyd a Gofal Cymdeithasol Lefel 2 QCF/NVQ/City & Guilds (Oedolion) neu barodrwydd i’w gwblhau o fewn 2 flynedd.
<u>Neu</u>
O leiaf blwyddyn o brofiad perthnasol tywy waith cyflogedig/gwirfoddoli neu brofiad gwaith yn cefnogi unigolion</td></tr>
<tr><td>Sgiliau Ieithyddol Cymraeg</td><td>Gwrando/Siarad:
Darllen:
Ysgrifennu:</td><td>Lefel 3
Lefel 2
Lefel 2</td><td>Rhaid cwrdd a’r sgiliau ieithyddol Cymraeg o fewn dwy flynedd i benodiad</td></tr>
<tr><td>Sgiliau Ieithyddol Saesneg</td><td>Gwrando/Siarad:
Darllen:
Ysgrifennu:</td><td>Lefel 5
Lefel 5
Lefel 5</td><td>Rhaid cwrdd a’r sgiliau ieithyddol Saesneg a nodwyd ar benodiad</td></tr>
<tr><td>Sgiliau Ymarferol / Personol</td><td colspan="3">Angen sgiliau rhyngbersonol rhagorol, gyda’r gallu i ymgysylltu’n effeithiol â phlant, pobl ifanc, oedolion a’u teuluoedd.
Profiad o gefnogi unigolion gyda’u hanghenion gofal personol ynghyd â phrofiad o ofynion codi a chario.
Gallu ffurfio perthynas weithio adeiladol gyda chydweithwyr, cymunedau a rhwydweithiau eraill.
Gallu cyfathrebu’n glir ac yn effeithiol gydag oedolion a phlant, gan ddangos sgiliau ysgrifenedig a llafar yn y Gymraeg neu’r Saesneg.
Gweithio’n adeiladol fel rhan o dîm.
Gallu cefnogi defnyddwyr y gwasanaeth a allai fod yn bryderus ac yn ofidus ar adegau gan gynnwys achosion cymhleth.
Gweithio mewn ffordd gynhwysol er mwyn hyrwyddo cydraddoldeb a chefnogi unigolion i gyflawni eu potensial.
Gwerthfawrogi ffordd o weithio sy’n canolbwyntio ar yr unigolyn a gallu gweithio yn y ffordd honno.
Bod ag ymwybyddiaeth o faterion diwylliannol ac ieithyddol.
Sgiliau TG ar draws amrywiaeth o systemau ac offer, e
e. cronfa ddata cleientiaid gofal cymdeithasol, e-bost, rhaglenni dysgu ar y rhyngrwyd a rhaglenni Microsoft.
Gallu cyfathrebu’n effeithiol yn ysgrifenedig ac yn llafar; wyneb yn wyneb a thrwy ddefnyddio technoleg o bell.
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.
Gallu cefnogi defnyddwyr gwasanaeth i gymryd rhan mewn gweithgareddau i hyrwyddo lles corfforol a meddyliol, gall hyn gynnwys gweithgareddau yn yr awyr agored.</td></tr>
<tr><td>Profiad Hanfodol</td><td colspan="3">Profiad o ofalu – boed hynny yn gyflogedig, drwy wirfoddoli neu deulu.
Gallu llunio cofnodion ac adroddiadau cywir a deall pwysigrwydd cadw mewn cysylltiad â’r rheolwr llinell bob amser.</td></tr>
</table>

	• Asesu unrhyw risg mewn sefyllfa a risgiau i'r tymor canolig a sicrhau bod unigolion sydd yn eich gofal bob amser yn ddiogel. • Gwybodaeth am anghenion teuluoedd ac/neu oedolion sy'n agored i niwed.
Hyfforddiant / addysg y mae'n ofynnol eu cyflawni/mynd ati i'w cyflawni ar gyfer y swydd	Bydd yn rhaid i chi wneud y cyrsiau e-ddysgu gorfodol canlynol: **Diogelu Plant ac Oedolion mewn perygl – Lefel 1** **Trais yn erbyn Menywod, Cam-drin Domestig a Thrais Rhywiol (VAWDASV)** **Chwythu'r chwiban** **Deddf Llesiant Cenedlaethau'r Dyfodol** **Cydraddoldeb ac Amrywiaeth** **Diogelu data** **Ymwybyddiaeth o'r Gymraeg** **Iechyd a Diogelwch** **Diogelwch Gwybodaeth** Yn ogystal â'r uchod, bydd gofyn i chi wneud hyfforddiant perthnasol arall megis: Modiwlau Diogelu Oedolion Codi a chario FITS mewn ymarfer a hyfforddiant ychwanegol ar Ddementia Rheoli sefyllfaoedd heriol Rheoli Ymddygiad Cadarnhaol Hyfforddiant ymlynaid Gwaith Union gyrchol mewn grwpiau neu 1-1 Ymwybyddiaeth gyffredionol o Ddeddf Gwasanaethau Cymdeithasol a Lles (SSWB) 2014 Arwyddion Diogelwch a Lles Cymorth Cyntaf Meddyginiaeth Diogelwch Tan Gadael mewn argyfwng Atal a Rheoli Heintiau Hyfforddiant/ymwybyddiaeth SALT Fframwaith Sefydlu Cymru Gyfan (AWIF) HS&C Bydd rhaid i chi wneud o leiaf 45 awr o hyfforddiant dros gyfnod o 3 blynedd. Trafodir y gofynion hyfforddiant mewn sesiynau Goruchwylio

Dymunol	
Cymwysterau / Hyfforddiant	• Iechyd a Gofal Cymdeithasol Lefel 2 QCF/NVQ/City and Guilds: Ymarfer (oedolion)
Sgiliau Ymarferol / Personol	Mae'n ddymunol i ymgeiswyr gael y canlynol: • Hyderus eich bod yn gallu gweithio gydag unigolion a grwpiau. • Gwybodaeth a dealltwriaeth o gyflyrau cynyddol e.e. dementia, clefyd Parkinson ac ati. • Deall sut i gynnal a chefnogi llesiant unigolyn • Gallu llunio cofnodion achos byr a chryno am unrhyw gamau gweithredu a wnaed a chofnodi'r canlyniadau.

	• Gallu cyfrannu ar lafar ac yn ysgrifenedig at asesiadau ac adolygiadau. • Dealltwriaeth o ddadansoddi ac adfyfyrio yn eich gwaith. • Gallu gweithio’n effeithiol gartref, gan gynnwys cyflymder band eang dibynadwy o ansawdd da. • 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.

Job Description

Post Name	Care and Support Worker Level 2
Service	Porth Gofal
Grade	5
Spinal Point/s	5 – 6
Salary	£23,500 - £23,893 pro rata
Job Purpose	To work in the Through Age and Wellbeing Integrated Services Model in supporting and undertaking specific activities and other work with adults and their families. This role includes undertaking personal care for adults where this is indicated on the service users Care and Support Plans. To be responsive and flexible to the needs of the Through Age and Wellbeing Integrated Services Model including developing and running preventions & interventions that promote good outcomes and that will increase the safety and resilience of service users. 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 residents living with dementia. The role will provide person centred support to adults, to develop and maintain activities of daily living. 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.
Location	Residential Care Homes and Service users homes / community
Hours of Work	18 hours per week
Type of Contract	Part-time
Contract Duration	Permanent
Line Managers Job Title	Manager / Assistant Manager
Supervisory/Managerial Responsibilities	None
Accountability	Responsible for: • ICT equipment eg, tablet, mobile phone and laptop • This Job Description will be reviewed annually with the post holder

<table>
<tr><td>Contractual Terms Associated with the Post</td><td>

- 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)
- Registration with Social Care Wales
- 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.

</td></tr>
<tr><td colspan="2">Duties and Responsibilities</td></tr>
<tr><td colspan="2">

Care and support duties

- Administer prescribed medication including controlled drugs to service users.
- To carry out duties as identified in care and support plans, this will include working with service users who have complex or high needs.
- To carry out specific programs of direct & virtual work with individuals on a 1-1 or family or group basis working alongside other professionals and agencies to support individual care and support plans.
- Ensure 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.
- To respond to any emergency situations by taking the appropriate action e.g., contacting a doctor, ambulance service, fire service, police service etc.
- To take responsibility for the safe handling of property and equipment belonging to the service user.
- To maintain good communication and develop effective working relationships with service user.
- To identify and manage short- and medium-term risk to ensure that service users are safe and to recognize risks that must be escalated to the appropriate professional.
- To be responsible for delivering preventions and interventions, including complex cases, that will support individuals with their mental, social and physical wellbeing and seeking to improve their long-term outcomes.
- To work in partnership with individuals, their families and other agencies in a consistent and proactive way, using a sign of safety strengths based approach including when relationships are difficult.
- Undertake personal care as directed by the care and support plan and including the correct manual handling techniques
- Use Positive Behavior Management or Team Teach techniques as directed by the care and support plan.
- To provide a witness statement for legal proceedings where necessary.
- To maintain up to date recording systems as required to document your work.
- To work a rolling rota of days or nights. Night staff will expected to work days on occasions for cover, training or supervision. Day staff will be asked to cover night shifts on occasions for cover or training.
- To undertake any other duties commensurate with the level and expectation of the post, including when required working in another Team and/ or location.

Quality Assurance

- To report all complaints and compliments to the Management Team.
- Advocate for and with service users, families, and others.
- To facilitate and take part in regular service user meetings

</td></tr>
</table>

- Maintain appropriate records in accordance with Council or Service requirements and the provision of data where relevant.

General Responsibilities

- To actively promote the Welsh language and service user language preferences as required by the Welsh language standards and 'More than Words' framework.
- To promote equality of opportunity in the delivery of services.
- To work as a team and recognise your role and responsibilities within it.
- To Maintain confidentiality of information regarding service users, visitors, and staff.
- To ensure that all required H&S and supervision records are completed in accordance with relevant policies and systems.
- To promote and respect service user's rights to privacy, dignity, and choice.
- To accompany the service users in maintaining community connections.
- 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 including the Through Age and Wellbeing Integrated Strategy.
- To attend team meetings, supervision sessions and training courses when appropriate and as directed by the Line Manager, for personal and professional development.

Job Evaluation Post Ref	JD 1553 - 01

Person Specification

	Essential	
Academic / Professional / Technical / Vocational Qualifications	• All Wales Induction Framework or HSC course and • OCF/NVQ/City and Guilds Level 2 Health and Social Care: Practice (Adults) or the willingness to complete within the 2 years Or • At least one years relevant experience through employment/volunteering or work experience in supporting individuals.	
Welsh Linguistic Skills	Listening/Speaking: **Level 3** Reading: **Level 2** Writing **Level 2**	The Welsh linguistic skills noted must be attained within two years of appointment
English Linguistic Skills	Listening/Speaking: **Level 5** Reading: **Level 5** Writing **Level 5**	The English linguistic skills noted are required on appointment
Practical and personal skills	• Good interpersonal skills required, with an ability to effectively engage with children, young people, adults, and families. • Experience of supporting individuals with personal care needs along with manual handling requirements. • Ability to form constructive working relationships with colleagues, communities, and other networks. • Ability to communicate clearly and effectively with both children and adults, evidencing good written and oral skills in Welsh or English. • Work constructively as part of a team. • Able to support service users who may be anxious and distressed at times including complex cases. • 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. social care 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. • 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 activities to promote physical and mental wellbeing, this may include but is not limited to outdoor activities.	
Required Experience	• Experience of caring within an employed, volunteer or family setting. • Able to compile accurate records and reports and understand the importance of keeping in touch with the line managers at all times.	

	• To assess situational risk and ensure that individuals are safe at all times whilst in your care. • Knowledge of the needs of vulnerable families and/or adults
Training/education required to be undertaken for the post/worked towards	You will be required to undertake the following mandatory e-learning courses: **Safeguarding Children & Adults at risk – Level 1** **Violence against Women, Domestic Abuse & Sexual Violence (VAWDASV)** **Whistleblowing** **Well-being of Future Generations Act** **Equality & Diversity** **Data Protection** **Welsh Language Awareness** **Health & Safety** **Information Security** In addition to the above you will also be asked to do other relevant training such as: Safeguarding Module Adults Manual Handling FITS into practice or other Dementia training. Managing challenging situations Positive Behavior Management Attachment training Direct Work in groups or 1-1 SSWB Act 2014 – General awareness Signs of Safety and Well-being First Aid Medication Fire Safety and Evacuation IP&C SALT Training/Awareness All Wales Induction Framework/HS&C It will be a requirement that you must complete a minimum of 45 Hours of training over 3 year period. training requirements will be included in Supervision sessions

Desirable	
Qualifications / Training	• OCF/NVQ/City and Guilds Level 2 Health and Social Care: Practice (Adults)
Practical / Personal Skills	It is desirable for candidates to have: • Confident in being able to work with individuals and in a group setting • Understanding of conditions such as Dementia, Parkinson's etc. • Understanding of how to maintain and support and individuals' wellbeing. • 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 and families with additional and/or complex needs with policies and procedures relating to safeguarding, health, safety and security, confidentiality, and data protection.