

Disgrifiad Swydd

Teitl y Swydd	Gweithiwr Gofal a Chymorth (Gydol Oes) - Lefel 3
Gwasanaeth	Porth Cynnal
Graddfa	7
Pwynt/iau Cyflog	12-16
Cyflog	£26,421 - £28, 282
Pwrpas y Swydd	<p>Byddwch yn gweithio o fewn y Model Gwasanaethau Integredig Gydol Oes a Llesiant gan gynorthwyo â'r gwaith o gynllunio, cefnogi, goruchwyllo a chynnal gweithgareddau penodol gyda phlant, pobl ifanc, oedolion a'u teuluoedd.</p> <p>Mae'r rôl hon yn cynnwys darparu gofal personol i blant ac oedolion yn unol â'r hyn sydd wedi'i nodi ar Gynllun Gofal a Chymorth y defnyddwyr gwasanaeth.</p> <p>Byddwch yn ymateb i anghenion y Model Gwasanaethau Integredig Gydol Oes a Llesiant gan fod yn hyblyg wrth wneud hynny. Byddwch hefyd yn datblygu ac yn cyflwyno mesurau atal ac ymyrraeth er mwyn hybu canlyniadau da a gwella diogelwch a chydnerthedd y defnyddwyr gwasanaeth.</p> <p>Bydd deiliad y swydd yn gweithio yn y Gwasanaeth Porth Gofal. Serch hynny, bydd gofyn i chi weithio mewn tîm neu leoliad arall o fewn y Model Gwasanaethau Integredig Gydol Oes a Llesiant pan fydd yr angen yn codi.</p>
Lleoliad	Ceredigion
Oriau Gwaith	37 awr yr wythnos
Math o Gytundeb	Llawn-amser
Hyd y Cytundeb	Parhaol
Teitl swydd y Rheolwr Llinell	
Cyfrifoldebau Goruchwyllo / Rheoli	Byddwch yn goruchwyllo aelodau newydd o staff yn ystod eu hyfforddiant ymsefydlu. Yn ystod yr hyfforddiant, bydd yr aelodau newydd o staff yn cyflawni tasgau mewn sefyllfaoedd go iawn.
Atebolrwydd	<p>Byddwch yn gyfrifol am y canlynol:</p> <ul style="list-style-type: none"> • Cyfarpar TGCh e.e. tabled, ffôn symudol a/neu liniadur. • Cyflenwadau a chyfarpar sy'n berthnasol i'r rôl megis cynnyrch gofal personol, cyfarpar chwarae.
Telerau Cytundebol sy'n Gysylltiedig â'r Swydd	Mae diogelu ac amddiffyn oedolion a phlant mewn perygl yn flaenoriaethau allweddol i ni. Ein nod yw cefnogi oedolion, plant a phobl ifanc sydd mewn perygl gan sicrhau eu bod mor ddiogel ag y gallant fod. Rydym yn cydnabod eu hawl i gael eu hamddiffyn a byddwn yn cymryd camau i ddiogelu eu lles. Mae disgwyl i bob aelod o staff a gwirfoddolwr rannu'r ymrwymiad hwn, a byddwn yn gofyn am Wiriad Manylach gan y Gwasanaeth Datgelu a Gwahardd cyn penodi unrhyw un i'r swydd hon.

DYLETSWYDDAU

- Cyflawni dyletswyddau yn unol â'r hyn a nodir yn y cynlluniau gofal a chymorth. Gallai hyn gynnwys gweithio gyda defnyddwyr gwasanaeth sydd ag anghenion cymhleth neu anghenion sylweddol.
- Cynorthwyo â'r gwaith o asesu defnyddwyr gwasanaeth gan gynnwys y rheini sydd ag anghenion cymhleth neu anghenion sylweddol. Bydd y wybodaeth hon yn cael ei chynnwys ar y cynlluniau gofal / cymorth.
- Datblygu a chynnal rhaglenni gwaith penodol gyda phlant, pobl ifanc ac oedolion. Bydd y rhaglenni uniongyrchol a rhithiol hyn yn cael eu cynnig i unigolion (ar sail un-i-un), teuluoedd neu grwpiau. Byddwch yn cyflawni'r gwaith hwn ochr yn ochr â gweithwyr proffesiynol ac asiantaethau eraill gan gefnogi cynlluniau gofal a chymorth personol y defnyddwyr gwasanaeth.
- Cynorthwyo â datblygiadau, adnoddau, rhaglenni a phrosiectau o fewn y gwasanaeth. Byddwch yn datblygu ac yn darparu sesiynau / cymorth penodol i ddefnyddwyr gwasanaeth sydd ag anghenion cymhleth neu anghenion sylweddol.
- Hwyluso hyfforddiant sy'n seiliedig ar ddysgu a sgiliau mewn grwpiau bach.
- Os bydd angen, bod yn gyfrifol am lwyth achosion / llwyth gwaith bychan yn unol â'r cyfarwyddyd a roddir i chi lle bydd gofyn gweithio'n ddwys gyda'r defnyddwyr gwasanaeth i'w hatal nhw rhag bod mewn sefyllfa o argyfwng.
- Nodi a rheoli risgiau tymor byr a thymor canolig i sicrhau bod defnyddwyr gwasanaeth yn ddiogel gan adnabod y risgiau y mae'n rhaid eu huwchgyfeirio i'r gweithiwr proffesiynol priodol.
- Bod yn gyfrifol am gyflwyno mesurau atal ac ymyrraeth, gan gynnwys achosion cymhleth. Bydd hyn yn gefnogi unigolion â'u lles meddyliol, cymdeithasol a chorfforol ac yn ceisio gwella eu canlyniadau yn yr hirdymor.
- Cydweithio ag unigolion, eu teuluoedd ac asiantaethau eraill mewn ffordd gyson a rhagweithiol gan ddefnyddio dull sy'n seiliedig ar gryfderau yng nghyswllt arwyddion diogelwch.
- Pan fo perthynas unigolion â'i gilydd yn anodd, cyflwyno dulliau o gefnogaeth y cytunir iddynt sy'n cyd-fynd â'r cynlluniau gofal a chymorth.
- Ymgymryd â gofal personol yn unol â'r hyn sydd wedi'i gynnwys yn y cynllun gofal a chymorth gan ddilyn y technegau codi a chario cywir.
- Dilyn y cynllun rheoli ymddygiad cadarnhaol y cytunwyd iddo gan ddefnyddio'r technegau a'r adnoddau a nodir yn y cynllun gofal a chymorth neu unrhyw gynllun ymyrraeth arall.
- Darparu datganiad tyst ar gyfer achosion cyfreithiol pan fo angen.
- Cadw systemau cofnodi cyfredol yn ôl yr angen er mwyn cofnodi eich gwaith.
- Bod ar gael i weithio oriau anghymdeithasol.
- Ymgymryd ag unrhyw ddyletswyddau eraill sy'n gymesur â lefel a disgwyliadau'r swydd, gan gynnwys gweithio mewn tîm a/neu leoliad arall pan fo angen.

Sicrwydd Ansawdd

- Gwerthuso pa mor fodlon oedd y defnyddiwr gwasanaeth â'r cymorth a ddarparwyd.
- Cadw cofnodion priodol yn unol â gofynion y Cyngor neu'r Gwasanaeth gan ddarparu data lle bo hynny'n berthnasol.

Cyfrifoldebau Cyffredinol

- Mynd ati i hyrwyddo'r Gymraeg a sicrhau bod y defnyddiwr gwasanaeth yn medru derbyn gwasanaethau yn ei ddewis iaith fel sy'n ofynnol gan safonau'r Gymraeg a'r fframwaith Mwy na Geiriau.
- Hybu cyfleoedd cyfartal wrth ddarparu gwasanaethau.
- Datblygu gwaith partneriaeth effeithiol gyda'ch cydweithwyr yn fewnol ac yn allanol a chydag asiantaethau eraill.
- Cadw at y ddeddfwriaeth a'r canllawiau statudol perthnasol ynghyd â'r polisiau a'r gweithdrefnau mewnol o ran materion proffesiynol a gweinyddol.
- Meddu ar wybodaeth ac ymwybyddiaeth o'r strategaethau cenedlaethol a lleol perthnasol gan gynnwys y Strategaeth Integredig Gydol Oes a Llesiant.
- Fel rhan o'ch datblygiad personol a phroffesiynol, mynd i gyfarfodydd tîm, sesiynau goruchwyllo a chyrsgiau hyfforddi lle bo hynny'n briodol yn unol â chyfarwyddyd y Rheolwr Llinell.

Manyleb Person

Gofynnol		
Cymwysterau Academaidd / Proffesiynol / Technegol / Galwedigaethol	<ul style="list-style-type: none"> Cymhwyster Lefel 3 y Fframwaith Cymwysterau a Chredydau mewn pwnc perthnasol neu gymhwyster cyfatebol mewn maes sy'n ymwneud â gweithio gyda phlant, pobl ifanc, oedolion a/neu deuluoedd (neu weithio tuag at gymhwyster o'r fath) neu'r gallu i ddangos eich gallu drwy brofiad. <p>5 TGAU Gradd C neu'n uwch gan gynnwys Mathemateg a Chymraeg neu Saesneg neu gymwysterau cyfatebol.</p>	
Sgiliau Ieithyddol Cymraeg	<p>Gwrando/Siarad: Lefel 3</p> <p>Darllen: Lefel 2</p> <p>Ysgrifennu: Lefel 2</p>	<p>Rhaid meddu ar y sgiliau Cymraeg hyn o fewn dwy flynedd o gael eich penodi.</p>
Sgiliau Ieithyddol Saesneg	<p>Gwrando/Siarad: Lefel 3</p> <p>Darllen: Lefel 3</p> <p>Ysgrifennu: Lefel 3</p>	<p>Rhaid meddu ar y sgiliau Saesneg hyn o'r cychwyn cyntaf.</p>
Sgiliau Ymarferol / Personol	<ul style="list-style-type: none"> Sgiliau rhyngbersonol rhagorol gan gynnwys y gallu i ymgysylltu'n effeithiol â phlant, pobl ifanc, oedolion a theuluoedd. Y gallu i greu perthynas waith adeiladol gyda'ch cydweithwyr, y cymunedau a rhwydweithiau eraill. Y gallu i gyfathrebu'n glir ac yn effeithiol gyda phlant ac oedolion gan ddangos tystiolaeth bod gennych sgiliau da yn ysgrifenedig ac ar lafar yn y Gymraeg neu'r Saesneg. Yn barod i ymgymryd â hyfforddiant priodol i gyfoethogi eich datblygiad proffesiynol a chynyddu eich sgiliau. Yn deall rolau a chyfrifoldebau o fewn sefyllfaoedd a meysydd proffesiynol gwahanol. Gweithio'n adeiladol fel rhan o dîm ac ar eich liwt eich hun. Yn medru cefnogi defnyddwyr gwasanaeth a allai ar adegau fod yn bryderus ac o dan straen gan gynnwys ymdrin ag achosion cymhleth. Gweithio mewn ffordd gynhwysol gan hybu cydraddoldeb a chefnogi unigolion i gyrraedd eu potensial . Y gallu i weithio mewn ffordd sy'n canolbwyntio ar yr unigolyn ac yn gwerthfawrogi'r dull hwn o weithio. Yn ymwybodol o faterion diwylliannol ac ieithyddol. Yn meddu ar sgiliau TGCh ar draws amrywiaeth o systemau a rhaglenni e.e. cronfa ddata cleientiaid gofal cymdeithasol, e-bost, rhaglenni dysgu ar y we a rhaglenni Microsoft. Cyfathrebu yn ysgrifenedig ac ar lafar mewn modd effeithiol; wyneb yn wyneb ac wrth ddefnyddio technoleg o bell. Yn medru rheoli eich amser eich hun, blaenoriaethu eich llwyth gwaith a gweithio fel aelod o dîm Yn medru gweithio'n hyblyg o dan bwysau gan wneud hynny er budd pennaf y sawl sy'n cael ei asesu, boed yr unigolyn hwnnw yn ddefnyddiwr gwasanaeth neu'n ofalwr. 	

	<ul style="list-style-type: none"> • Yn medru cefnogi defnyddwyr gwasanaeth i gymryd rhan mewn gweithgareddau i hybu eu lles corfforol a meddyliol. Gallai hyn gynnwys gweithgareddau yn yr awyr agored a llawer mwy. • Y gallu i yrru ac yn meddu ar eich car eich hunan i gludo defnyddwyr gwasanaeth. • Yn meddu ar drwydded yrru lawn ac yn barod i ymgymryd â'r hyfforddiant MIDAS (bws mini).
<p>Profiad Hanfodol</p>	<ul style="list-style-type: none"> • 2 flynedd o brofiad o weithio gyda phlant, pobl ifanc neu oedolion mewn perygl. • Profiad o weithio'n uniongyrchol gyda phlant a/neu bobl ifanc a/neu oedolion mewn grwpiau / fel teulu neu fel unigolion. • Y gallu i baratoi cofnodion ac adroddiadau cywir a deall pwysigrwydd cadw mewn cysylltiad â'r rheolwr llinell ar bob adeg. • Asesu'r risg gyfredol a'r risg yn y tymor canolig gan sicrhau bod unigolion yn eich gofal yn ddiogel ar bob adeg. • Yn meddu ar wybodaeth o anghenion teuluoedd a phlant a/neu oedolion bregus.
<p>Hyfforddiant/addysg y mae'n ofynnol eu cyflawni/mynd ati i'w cyflawni ar gyfer y swydd</p>	<p>Bydd gofyn i chi ymgymryd â'r cyrsiau e-ddysgu gorfodol canlynol:</p> <p>Diogelu Plant ac Oedolion mewn Perygl– Lefel 1 Trais yn erbyn Menywod, Cam-drin Domestig a Thrais Rhywiol Chwythu'r Chwiban Deddf Llesiant Cenedlaethau'r Dyfodol Cydraddoldeb ac Amrywiaeth Diogelu Data Ymwybyddiaeth o'r Gymraeg Iechyd a Diogelwch Diogelu Gwybodaeth</p> <p>Efallai y bydd gofyn i chi hefyd ymgymryd â hyfforddiant arall sy'n berthnasol i'r swydd hon, gan gynnwys:</p> <p>Diogelu Codi a chario Rheoli sefyllfaoedd heriol Team Teach a/neu Reoli Ymddygiad Cadarnhaol Hyfforddiant ymlyniad Gwaith uniongyrchol mewn grwpiau neu ar sail un i un Deddf Gwasanaethau Cymdeithasol a Llesiant 2014 – Ymwybyddiaeth gyffredinol Arwyddion Diogelwch a Llesiant Cymorth Cyntaf Cymhwyster asesu ym maes magu plant Dadansoddi a myfyrio wrth gynnal asesiadau Hyfforddiant MIDAS Cyfathrebu Cyflawn / Therapi Lleferydd ac Iaith</p>

Dymunol

Cymwysterau / Hyfforddiant

Sgiliau Ymarferol / Personol

- Yn hyderus i weithio gydag unigolion ac mewn grwpiau.
- Profiad o ddarparu gofal personol.
- Profiad o'r technegau codi a chario priodol.
- Dealltwriaeth o'r Ddeddf Hawliau Dynol a Chonfensiwn y Cenhedloedd Unedig ar Hawliau'r Plentyn a Deddf Gwasanaethau Cymdeithasol a Llesiant (Cymru) 2014.
- Dealltwriaeth o faterion sy'n ymwneud â datblygiad plant a chyflyrau sy'n medru effeithio ar bobl hŷn megis dementia.
- Dealltwriaeth o sut y gellir gwella lles plant ac oedolion.
- Y gallu i baratoi cofnod byr a chryno o unrhyw gamau a gymerir a chofnodi'r canlyniadau.
- Y gallu i gyfrannu ar lafar ac yn ysgrifenedig at asesiadau ac adolygiadau.
- Dealltwriaeth o bwysigrwydd dadansoddi a myfyrio yn eich gwaith.
- Y gallu i weithio'n effeithiol o gartref, gan gynnwys band eang dibynadwy o ansawdd da.

Profiad o gefnogi oedolion a theuluoedd sydd ag anghenion ychwanegol a/neu anghenion cymhleth i ddeall polisïau a gweithdrefnau sy'n ymwneud â diogelu, iechyd a diogelwch, cyfrinachedd a diogelu data.

Job Description

Post Name	Care & Support Worker (Through Age) Level 3
Service	Porth Cynnal
Grade	7
Spinal Point/s	12-16
Salary	£26,421 - £28, 282
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 children, young people, adults and their families.</p> <p>This role includes undertaking personal care for Children and adults where this is indicated on the service users Care and Support Plan.</p> <p>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.</p> <p>This role will work in '<i>Insert Team specific sentence</i>'. 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	Ceredigion
Hours of Work	37 hours per week
Type of Contract	Full-time
Contract Duration	Permanent
Line Managers Job Title	
Supervisory/Managerial Responsibilities	To supervise new staff members during 'on the job' task based induction training when paired to work with them.
Accountability	<p>Responsible for:</p> <ul style="list-style-type: none"> • I.C.T. equipment e.g. tablet, mobile phone and/or a laptop. • Supplies and equipment relevant to the role such as personal care products, play equipment.
Contractual Terms Associated with the Post	<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 and Barred Adult and Child Check by the Disclosure and Barring Service (DBS) before appointing to this post.</p>

DUTIES

- To carry out duties as identified in care and support plans, this may include working with service users who have complex or high needs.
- To assist in carrying out assessment of service users including those with complex or high needs to inform care / support plans.
- To develop and carry out specific programs of direct & virtual work with children, young people and adults on a 1-1 or family or group basis working alongside other professionals and agencies to support individual care and support plans.
- To assist with service developments, provisions, programmes and projects by developing and providing specific sessions/support for service users with complex of high needs.
- To facilitate learning and skills based training in small groups.
- If required, to be responsible for, and as a secondary allocation, a small case load or work as directed where there is a requirement to work intensively with the service users to avoid them reaching crisis points.
- 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.
- Implementing agreed methods of support relevant to the care and support plans where relationships are difficult.
- Undertake personal care as directed by the care and support plan and including the correct manual handling techniques.
- Follow the agreed individualized positive behavior management plan utilizing the techniques and resources outlined in the care and support plan or any other intervention 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 be available for work during unsociable hours.
- 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 evaluate the service user's satisfaction with the support provided.
- 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 Just Words framework.
- To promote equality of opportunity in the delivery of services.
- 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 1542

Person Specification

Essential		
Academic / Professional / Technical / Vocational Qualifications	<ul style="list-style-type: none"> QCF3 in relevant subject or equivalent qualification in a discipline which is relevant to working with Children, Young People, Adults and/ or Families (or working towards) or an ability to demonstrate competence through experience 5 GCSE's Grade C or above including Mathematics and Welsh or English or equivalent qualifications.	
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 3 Reading: Level 3 Writing Level 3	The English linguistic skills noted are required on appointment.
Practical and personal skills	<ul style="list-style-type: none"> Excellent interpersonal skills required, with an ability to effectively engage with children, young people, adults, and families. 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. 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 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 manage your own time and prioritize 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 activities to promote physical and mental wellbeing, this may include but is not limited to outdoor activities. Ability to drive and have own car to transport service users. 	

	<ul style="list-style-type: none"> • Full driving license and be prepared to undertake MIDAS training (minibus).
Required Experience	<ul style="list-style-type: none"> • 2 years' experience of working with Children, young people, or adults at risk. • Experience of working directly with children and/ or young people and/ or adults in groups/as a family or on a 1-1 basis. • Able to compile accurate records and reports and understand the importance of always keeping in touch with the line manager. • To assess situational and medium-term risk and ensure that individuals are safe at all times whilst in your care • Knowledge of the needs of vulnerable families and children and/or adults.
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>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</p> <p>In addition to the above you will also be asked to do other relevant training such as:</p> <p>Safeguarding Manual Handling Managing challenging situations Team Teach and/ or 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 Parenting assessment qualification Analysis and reflection in assessments MIDAS training Total Communication/ SALT</p>

Desirable	
Qualifications / Training	
Practical / Personal Skills	<p>It is desirable for candidates to have:</p> <ul style="list-style-type: none"> • Confident in being able to work with individuals and in a group setting. • Experience of undertaking personal care. • Experience of appropriate manual handling techniques.

- An understanding of the Human Rights Act and United Nations Convention on the Rights of a child (UNCRC) and Social Service Well-being (Wales) Act 2014.
- Understanding of children's developmental issues and conditions which may affect older people such as dementia.
- Understanding of how to improve children and adult's 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.