

Disgrifiad Swydd

Teitl y Swydd	Cydlynnydd Cefnogaeth Unigol a Theuluoedd (Canol)
Gwasanaeth	Porth Cymorth Cynnar
Graddfa	10
Pwynt/iau Cyflog	28 - 30
Cyflog	£36,648 - £38,223 pro rata
Pwrpas y Swydd	<p>Cynllunio, cefnogi a goruchwyllo gweithgareddau penodol neu ddarnau penodol o waith gyda phlant a phobl ifanc ac oedolion a'u teuluoedd y mae angen gofal a chymorth arnynt, ar y cyd ag asiantaethau eraill os oes angen.</p> <p>Llunio a gweithredu ymyriadau sy'n hybu canlyniadau da a fydd yn gwella diogelwch a chydnerthedd defnyddwyr y gwasanaeth.</p> <p>Cydgysylltu dull 'teulu cyfan' o weithio, a mynd ati i gydgysylltu'r gwasanaethau a ddarperir i unigolion a theuluoedd ar sail amlasiantaethol, gan ddilyn egwyddorion ymyrraeth gynnar.</p> <p>Bod yn gyfrifol am gydgysylltu a goruchwyllo tîm amlasiantaethol o staff a fydd yn ysgwyddo'r prif gyfrifoldeb proffesiynol dros blant, pobl ifanc a'u teuluoedd.</p>
Lleoliad	<p>Llanbedr Pont Steffan</p> <p>Sylfaen arferol, ynghyd â lleoliadau eraill lle gallai fod angen gwneud gwaith. e.e. ymweliadau ysgol, ymweliadau cartref ac ati.</p>
Oriau Gwaith	18.5 awr yr wythnos
Math o Gytundeb	Rhan-amser
Hyd y Cytundeb	Dros Dro
Teitl swydd y Rheolwr Llinell	Rheolwr Tîm - Rhianta a Cefnogaeth i Deuluoedd
Cyfrifoldebau Goruchwyllo / Rheoli	<p>Goruchwyllo aelodau o'r staff amlasiantaethol y nodir eu bod weithwyr proffesiynol arweiniol o ran yr achosion a ddyrannwyd.</p> <p>Ysgwyddo cyfrifoldeb goruchwyllo uniongyrchol rheolaidd dros hyd at wyth aelod staff sy'n canolbwyntio'n benodol ar ymyrraeth gynnar ac ar ddarparu gwasanaethau cyffredinol a gwasanaethau wedi'u targedu, yn ogystal â rheoli eu datblygiad proffesiynol, eu harferion sicrhau ansawdd, a'u llesiant.</p>
Atebolrwydd	Bod yn atebol i bartneriaeth amlasiantaeth a chael eich rheoli gan y Rheolwr Tîm - Rhianta a Chymorth i Deuluoedd
Telerau Cytundebol sy'n Gysylltiedig â'r Swydd	<p>Mae diogelu ac amddiffyn oedolion a phlant sydd mewn perygl yn flaenoriaethau allweddol i ni. Ein nod yw cefnogi oedolion, plant a phobl ifanc sydd mewn perygl i 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.</p> <p>Disgwylir i bob aelod o staff a gwirfoddolwr rannu'r ymrwymiad hwn, a bydd angen Gwiriad Uwch gan y Gwasanaeth Datgelu a Gwahardd (DBS) arnom cyn penodi'r swydd hon.</p>

Dyletswyddau a chyfrifoldebau

- Gweithio ochr yn ochr â phartneriaid perthnasol i bennu anghenion sy'n dod i'r amlwg gyda phlant, pobl ifanc a'u teuluoedd, ac i gydweithio â nhw i roi sylw i'r anghenion hynny.
- Cydgysylltu gwaith tîm amlasiantaethol o weithwyr proffesiynol arweiniol, gan ddefnyddio'r fframwaith Arwyddion Diogelwch a Llesiant.
- Ar y cyd ag eraill, cynllunio a rheoli llwyth gwaith a phenderfynu sut i flaenoriaethu achosion.
- Bod yn gyfrifol am gydgysylltu gwasanaethau priodol ar gyfer plant, pobl ifanc a'u teuluoedd.
- Mynd ati'n rheolaidd i oruchwylio'r cynnydd a wnaed o ran cynlluniau gweithredu teuluoedd.
- Cyd-drafod â gwasanaethau iechyd ac addysg arbenigol perthnasol i gael gafael ar adnoddau a gwasanaethau arbenigol ac, os yw'n briodol, cynorthwyo i drosglwyddo unigolion at gymorth arbenigol perthnasol pan fydd ffactorau cymhleth yn codi.
- Sicrhau bod pob rhanddeiliad yn cael gwasanaeth o safon.
- Sicrhau bod adroddiadau cynnydd yn cael eu hysgrifennu a'u cyflwyno yn ôl y gofyn.
- Cyfrannu at ddarparu hyfforddiant priodol i'r rhanddeiliaid perthnasol ac i'r gweithwyr proffesiynol arweiniol, a chynorthwyo i ddarparu'r hyfforddiant hwnnw.
- Cyd-drafod yn agos â rheolwyr y gweithwyr proffesiynol arweiniol i sicrhau bod y gwasanaeth a ddarperir, a'i ansawdd, yn gyson.
- Sicrhau bod yr holl brosesau'n gyfredol, a bod pob asiantaeth yn eu dilyn, e.e. protocolau rhannu gwybodaeth, cydsyniad i gymryd rhan, diogelu.
- Cyfrannu gwybodaeth at y broses o ysgrifennu ac adolygu protocolau.
- Rhoi cyngor, arweiniad a chyfarwyddyd i'r gweithwyr proffesiynol arweiniol yn unol â'u rôl broffesiynol arweiniol.
- Ymgymryd â thasgau a datrys problemau mewn ffordd arloesol.
- Parchu a chynorthwyo unigolion a theuluoedd i ymdrin â materion yn briodol ac yn adeiladol.
- Hybu hunan-dyb a hawliau pobl.
- Sicrhau ei fod/bod yn meddu ar wybodaeth gynhwysfawr o hyd am reoliadau, ystadegau ac arferion gorau.
- Cychwyn, meithrin a chynnal perthynas waith agos ag asiantaethau eraill.
- Bod ar gael i weithio gyda'r hwyr o bryd i'w gilydd ac yn rheolaidd ar benwythnosau.
- Cadw cofnod gweithio cynhwysfawr o'r tasgau a'r dyletswyddau y mae wedi ymgymryd â nhw.

Cyfrifoldebau cyffredinol

- Mynd ati i hybu'r Gymraeg a dewisiadau iaith defnyddwyr y gwasanaeth fel sy'n ofynnol gan Safonau'r Gymraeg a fframwaith Mwy na Geiriau.
- Meithrin perthynas waith effeithiol â chydweithwyr mewnol ac allanol ac asiantaethau eraill.
- Ymlynu wrth ddeddfwriaeth a chanllawiau statudol perthnasol, a pholisïau a gweithdrefnau mewnol o ran materion proffesiynol a gweinyddol.
- Meddu ar wybodaeth am strategaethau cenedlaethol a lleol perthnasol, ac ymwybyddiaeth ohonynt.
- Mynd i gyfarfodydd tîm, sesiynau goruchwylio a chyrtsiau hyfforddi pan fo'n briodol ac yn unol â chyfarwyddyd y Rheolwr Tîm er mwyn datblygu'n bersonol ac yn broffesiynol.

Manyleb Person

Gofynnol								
Cymwysterau Academaidd / Proffesiynol / Technegol / Galwedigaethol	Cymhwyster proffesiynol/lefel gradd sy'n berthnasol i weithio gyda phlant a theluoedd ym maes gwaith cymdeithasol, dysgu neu addysg, neu wybodaeth a phrofiad perthnasol cyfatebol y gellir eu dangos.							
Sgiliau Ieithyddol Cymraeg	<table border="1"> <tr> <td>Gwrando/Siarad:</td> <td>Lefel 5</td> <td rowspan="3">Rhaid cwrdd a'r sgiliau ieithyddol Cymraeg a nodwyd o fewn dwy flynedd i benodiad</td> </tr> <tr> <td>Darllen:</td> <td>Lefel 5</td> </tr> <tr> <td>Ysgrifennu:</td> <td>Lefel 4</td> </tr> </table>	Gwrando/Siarad:	Lefel 5	Rhaid cwrdd a'r sgiliau ieithyddol Cymraeg a nodwyd o fewn dwy flynedd i benodiad	Darllen:	Lefel 5	Ysgrifennu:	Lefel 4
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Sgiliau Ymarferol / Personol	<p>Sgiliau negodi a chyfathrebu rhagorol er mwyn ymgysylltu'n effeithiol â defnyddwyr gwasanaeth, teuluoedd ac asiantaethau sy'n bartneriaid.</p> <ul style="list-style-type: none"> Gallu a chymhwysedd i weithio mewn lleoliadau amrywiol. Gallu meithrin perthynas gadarnhaol â defnyddwyr gwasanaeth, a gallu bod yn greadigol ac yn arloesol i'w cynorthwyo i wneud cynnydd. Ymwybyddiaeth o bolisïau / gweithdrefnau / prosesau sy'n berthnasol i'r swydd. Gallu meithrin a chynnal cysylltiadau proffesiynol. Gallu goruchwylio staff a gwirfoddolwyr. Gallu cynllunio, monitro a gwerthuso'r camau i ddarparu gwasanaethau i ateb gofynion a bennwyd. Gallu cyfathrebu'n glir ac yn effeithiol â phlant ac oedolion, gan ddangos tystiolaeth o sgiliau ysgrifenedig a llafar da, o ddewis yn Gymraeg ac yn Saesneg. Parodrwydd i ymgymryd â hyfforddiant priodol i gyfrannu at ddatblygiad proffesiynol ac at feithrin sgiliau. Dealltwriaeth o swyddogaethau a chyfrifoldebau gwahanol amgylcheddau a disgyblaethau proffesiynol. Gallu gweithio'n adeiladol fel aelod o dîm ac o'i ben/phen a'i bastwn/phastwn ei hun. Gallu rheoli sefyllfaoedd anodd, a chynorthwyo defnyddwyr gwasanaethau a all fod yn bryderus ac yn ofidus ar brydiau. Gweithio mewn ffordd gynhwysol i hybu cydraddoldeb ac i gynorthwyo unigolion i wireddu eu potensial. Deall sut i weithio mewn ffordd sy'n canolbwyntio ar yr unigolyn, a meddu ar y gallu i wneud hynny Ymwybyddiaeth o faterion diwylliannol ac ieithyddol Sgiliau TG ar draws systemau ac offer amrywiol, e.e. cronfa ddata cleientiaid gofal cymdeithasol, e-bost, rhaglenni dysgu ar y Rhyngwrdd, a rhaglenni Microsoft. Gallu cyfathrebu'n effeithiol, yn ysgrifenedig ac ar lafar, boed wyneb yn wyneb neu drwy ddefnyddio technoleg o bell. 							

	<ul style="list-style-type: none"> • Gallu rheoli ei (h)amser ei hun, blaenoriaethu llwyth gwaith, a gweithio fel aelod o dîm • Gallu gweithio mewn ffordd hyblyg o dan bwysau ac er budd pennaf y sawl a aseswyd, boed yn ddefnyddiwr gwasanaeth neu'n ofalwr • Gallu meithrin perthynas waith effeithiol ag ystod eang o asiantaethau ac unigolion. • Gallu pennu blaenoriaethau gyda theuluoedd ac asiantaethau, ac ysgwyddo rôl arweiniol i weithredu ar eu sail. • Gallu ysgogi a chydgysylltu staff a phartneriaid o asiantaethau, gwasanaethau ac adrannau eraill ar ran teuluoedd, a hybu rhwydweithio a chydweithio • Meddu ar hyder i ddefnyddio ac i ddarparu gwasanaethau yn rhithiol ac wyneb yn wyneb • Ymrwymo i bob agwedd ar gyfle cyfartal o ran cyflogaeth ac o ran darparu gwasanaethau. Mae hyn yn cynnwys ymrwymiad i arferion gwrthwahaniant a chynhwysiant. • Ymrwymo i weithio mewn partneriaeth ac i sicrhau bod teuluoedd a phlant yn cymryd rhan. • Gallu gweithio o dan bwysau a bodloni terfynau amser. • Gallu ysgrifennu adroddiadau a rhoi cyflwyniadau. • Gallu cynllunio a monitro prosiectau ar sail targedau a safonau, a chyflwyno unrhyw newidiadau sy'n angenrheidiol. • Gallu gyrru, a gallu defnyddio ei gar/char ei hun i gludo defnyddwyr gwasanaeth.
<p>Profiad Hanfodol</p>	<ul style="list-style-type: none"> • Profiad o weithio'n uniongyrchol gyda phlant a/neu bobl ifanc a/neu oedolion mewn grwpiau/fel teulu neu ar sail un i un. • Gallu paratoi cofnodion ac adroddiadau cywir, a deall pwysigrwydd cadw mewn cysylltiad â'r rheolwr llinell bob amser. • Rheoli ac asesu risgiau, a sicrhau bod unigolion yn ddiogel bob amser tra bydd yn gofalu amdanynt. • Profiad o weithio mewn amgylchedd amlasiantaethol. • Gwybodaeth am anghenion teuluoedd a phlant sy'n agored i niwed. • Tair blynedd o brofiad o gydweithio â rhieni, plant a phobl ifanc. • Dwy flynedd o brofiad o roi cynlluniau gweithredu ar waith ar gyfer plant/pobl ifanc/teuluoedd yn y sector cyhoeddus neu'r sector gwirfoddol. • Dwy flynedd o brofiad o waith partneriaeth amlasiantaethol.
<p>Hyfforddiant/addysg y mae'n ofynnol eu cyflawni/mynd ati i'w cyflawni ar gyfer y swydd</p>	<ul style="list-style-type: none"> • Datblygiad plant, gweithio gyda phlant a theuluoedd, diogelu • Bod yn gweithio tuag at ennill cymhwyster rheoli • Gwaith partneriaeth ar draws sefydliadau gwirfoddol a statudol • Dealltwriaeth o swyddogaethau gwasanaethau, adrannau ac asiantaethau amrywiol sy'n darparu ar gyfer plant a phobl ifanc

	<ul style="list-style-type: none"> • Polisiâu, strategaethau a nodau Llywodraeth Cymru ar gyfer plant a phobl ifanc
Dymunol	
Cymwysterau / Hyfforddiant	Parodrwydd i ymgymryd â rhaglen berthnasol o hyfforddiant Datblygiad Proffesiynol Parhaus yn ôl y gofyn.
Sgiliau Ymarferol / Personol	<p>Byddai'n ddymunol pe bai ymgeiswyr yn meddu ar yr hyn a ganlyn:</p> <ul style="list-style-type: none"> • Hyder yn eu gallu i weithio gydag unigolion a grwpiau. • Dealltwriaeth o'r Ddeddf Hawliau Dynol, Confensiwn y Cenhedloedd Unedig ar Hawliau'r Plentyn, a Deddf Gwasanaethau Cymdeithasol a Llesiant 2014. • Y gallu i baratoi cofnodion cryno a chynnwl o unrhyw gamau a gymerwyd, a chofnodi'r canlyniadau. • Y gallu i gyfrannu at asesiadau ac adolygiadau yn ysgrifenedig ac ar lafar. • Dealltwriaeth o ddadansoddi ac adfyfrio yn eu gwaith. • Y gallu i weithio gartref yn effeithiol, gan gynnwys band eang cyflym a dibynadwy o ansawdd da. • Profiad o gynorthwyo oedolion a theuluoedd ag anghenion ychwanegol a/neu gymhleth drwy bolisiâu a gweithdrefnau sy'n ymwneud ag amddiffyn plant, iechyd, diogelwch a diogeledd, cyfrinachedd, a diogelu data. • Y gallu i gyfrannu at adolygiadau blynyddol o gytundebau lefel gwasanaeth perthnasol ag asiantaethau sy'n bartneriaid

Job Description

Post Name	Coordinator Individual and Family Support (Mid)
Service	Porth Cymorth Cynnar
Grade	10
Spinal Point/s	28 - 30
Salary	£36,648 - £38,223 pro rata
Job Purpose	<p>To plan, support and supervise specific activities or pieces of work with children and young peoples and adults and their families who require care and support in conjunction with other agencies if required.</p> <p>To develop and run interventions that promote good outcomes that will increase safety and resilience of service users.</p> <p>To coordinate a 'Whole Family' approach and proactively develop multi-agency coordination of service provision to individuals and families within Early Intervention principles.</p> <p>To be responsible for coordinating and supervising multi-agency team of staff who will take lead professional responsibility for children, young people and their families.</p>
Location	<p>Lampeter</p> <p>Normal base, plus other locations where work may be required to be undertaken. e.g., school visits, home visits etc.</p>
Hours of Work	18.5 hours per week
Type of Contract	Part-time
Contract Duration	Temporary
Line Managers Job Title	Team Manager Parenting and Family Support.
Supervisory/Managerial Responsibilities	<p>The supervision of members of multi-agency staff identified as lead professional in relation to cases allocated.</p> <p>To have regular direct supervision responsibility of up to 8 members of staff that focus specifically on early intervention and both universal and targeted provisions, along with managing their professional development, quality assurance practice and wellbeing.</p>
Accountability	To be accountable to a multi-agency partnership and to be line-managed by the Team Manager- Parenting and Family Support
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 Check by the Disclosure and Barring Service (DBS) before appointing to this post.</p>

Duties and Responsibilities

- To work alongside relevant partners in identifying and working with children, young people and their families in addressing emerging needs.
- To coordinate the work of a multi-agency team of lead professionals using Signs of Safety and Wellbeing.
- In conjunction with others, plan and manage workload and decide on prioritising of cases.
- To be responsible for coordinating appropriate services for children, young people and their families.
- To provide regular oversight of progress of family action plans.
- To liaise with relevant specialist health and education services to access resources and specialist services, and if appropriate, to assist with transfer to relevant specialist support where complex factors arise.
- To ensure a quality service is delivered to all stakeholders.
- To ensure progress reports are written and presented as required.
- To contribute and assist in provision of appropriate training to the relevant stakeholders and to the lead professionals.
- To liaise closely with the managers of the lead professional to ensure consistency and quality of service.
- To ensure all processes are current and are followed by all agencies e.g. Information Sharing Protocols, consent for involvement, Safeguarding.
- To contribute information towards the writing and reviewing of protocols.
- To provide advice, guidance and instruction to lead professionals in line with their lead professional role.
- To be innovative in undertaking the tasks and to solve problems.
- To respect and assist individuals and families to deal with matters appropriately and constructively.
- To promote people's self-worth and rights.
- Maintain comprehensive knowledge of regulations, statistics and best practice.
- Initiate, develop and sustain close working relationships with other agencies.
- To be available for occasional evening work and regular weekend work.
- Maintain comprehensive working record of tasks and duties undertaken.

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 1472

Person Specification

Essential		
Academic / Professional / Technical / Vocational Qualifications	Professional/degree level qualification relevant to work with children and families in social work, teaching, education or equivalent demonstrable relevant knowledge and experience.	
Welsh Linguistic Skills	Listening/Speaking: Level 5 Reading: Level 5 Writing Level 4	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 4	The English linguistic skills noted are required on appointment.
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. 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 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 	

	<ul style="list-style-type: none"> • Ability to establish effective working relationships with a wide range of agencies and individuals • Ability to set priorities with families and agencies and take a leadership role to act on them • Ability to motivate and coordinate staff and partners from other agencies services and departments on behalf of families and promote networking and co-working • Confidence to engage and delivery services both virtually and face to face • Commitment to all aspects of equal opportunities in employment and service delivery. This includes a commitment to anti-discriminatory practice and inclusion • Commitment to working in partnership and ensure family and child participation • Ability to work under pressure and meet deadlines • Ability to write reports and undertake presentations • Ability to plan and monitor projects against targets and standards and instigate any necessary alterations • Ability to drive and have own car to transport service users.
Required Experience	<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. • 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. • Three years relevant experience of working in partnership with parents, children and young people • Two years experience of implementing action plans for children/young people/families in either the public or voluntary sector • Two years experience of multi-agency partnership work
Training/education required to be undertaken for the post/worked towards	<ul style="list-style-type: none"> • Child development, work with children and families, safeguarding • Working towards a management qualification • Partnership working across voluntary and statutory organisations • Understanding of the roles of various services, departments and agencies which provide for children and young people • WAG's policies and strategies and aims for Children and Young People
Desirable	
Qualifications / Training	A willingness to undertake a relevant programme of Continued Professional Development as required.
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.

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| | <ul style="list-style-type: none">• 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.• Ability to contribute to the review on an annual basis of relevant service level agreements with partner agencies• Ability to coordinate and facilitate operational links between communities led and statutory specialist services to ensure a holistic approach for the family.• Ability to actively involve service users in the planning and delivery of services in line with existing participation strategies• To provide and promote the use of effective and easily accessible information to enable service users to make informed choices. |
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