

Disgrifiad Swydd

Teitl y Swydd	Cynorthwydd Domestig
Gwasanaeth	Porth Gofal
Graddfa	Gradda 2
Pwynt/iau Cyflog	2
Cyflog	£22,366 pro rata
Pwrpas y Swydd	<ul style="list-style-type: none"> Sicrhau amgylchedd croesawgar, cyfforddus, diogel, glân a thaclus i breswylwyr, staff ac ymwelwyr â'r Cartref Gofal Preswyl. Darparu gwasanaeth o ansawdd a chynnal safonau uchel o ran glanweithdra, gan sicrhau y cydymffurfir â gweithdrefnau rheoli heintiau. Hybu'r syniad o breifatrwydd, urddas, annibyniaeth, dewis, hawliau a bodlonrwydd ar gyfer y preswylwyr i gyd, gan drin pawb â pharch a'u hannog i gymryd rhan mewn tasgau domestig os mai dyna yw eu dymuniad, gan roi sylw dyledus i reoli risgiau
Lleoliad	Hafan Y Waun Care Home
Oriau Gwaith	30 awr yr wythnos
Math o Gytundeb	Rhan-amser
Hyd y Cytundeb	Parhaol
Teitl swydd y Rheolwr Llinell	Rheolwr gofal cofrestredig
Cyfrifoldebau Goruchwyllo / Rheoli	Dim anghenion goruchwyllo
Atebolrwydd	<ul style="list-style-type: none"> Dilyn canllawiau ac amserlenni glanhau. Bod yn atebol am stoc ac am yr offer a ddarperir ar gyfer y gwaith
Telerau Cytundebol sy'n Gysylltiedig â'r Swydd	<ul style="list-style-type: none"> Mae'n rhaid i chi gwblhau eich oriau wythnosol Bydd eich gwyliau blynyddol yn dibynnu ar oriau eich cytundeb Rhaid i chi gwblhau a diweddarau'r holl hyfforddiant a ddarperir ac sydd ei angen <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>
Dyletswyddau a chyfrifoldebau	
<ul style="list-style-type: none"> Cadw pob rhan o'r Cartref, gan gynnwys pob toiled, yn lân ac yn daclus. Mae hyn yn cynnwys golchi, dwsto, polisio, hwfro ac ysgubo fel y bo'n briodol. Cyd-fynd â gofynion glanhau yr uwch-ofalwr o ran ystafelloedd gwely yn unol â hawliau a dewisiau dau'r preswyllydd. 	

- Sicrhau bod yr holl offer/deunyddiau glanhau yn cael eu cynnal a'u cadw mewn cyflwr diogel, glân ac effeithlon yn unol â COSHH. Os oes angen trwsio rhyw gyfarpar, dylid rhoi gwybod i'r Rheolwyr.
- Sicrhau bod y Rheolwyr yn ymwybodol os oes angen deunyddiau neu offer o'r newydd, fel bod y dyletswyddau'n cael eu cyflawni'n foddhaol.
- Gwisgo dillad amddiffynnol yn unol â COSHH, rheoliadau lechyd a Hylendid a chanllawiau Rheoli Heintiau.
- Ymwneud yn gyfeillgar â'r preswylwyr gan barchu eu hawl i gael dewisiadau a'u hawl i urddas, preifatrwydd a chyfrinachedd bob amser.

Y Golch

- Trefnu'r golch, llwytho a dadlwytho'r peiriannau golchi gan gymryd gofal i ddefnyddio'r tymheredd cywir yn ôl y math o ffabrig.
- Trochi lliainiau a golchi dillad y preswylwyr â llaw, lle bo angen.
- Smwddio a gwasgu dillad a lliainiau yn ôl yr angen.
- Didoli a phlygu dillad y preswylwyr yn barod i'w hatgyweirio a'u cadw.
- Sicrhau y gweithir o fewn y canllawiau rheoli heintiau.
- Ymgymryd â dyletswyddau eraill o bryd i'w gilydd o fewn cylch gwaith cyffredinol y swydd.

Gofynion Cyffredinol

Yn ogystal â'r uchod, mae yna ofynion cyffredinol sy'n berthnasol i bob swydd yn y Cartref Gofal:

- Gweithio yn unol â Pholisi a Chanllawiau'r Cyngor ar gyfer Diogelu Oedolion, a dilyn polisi'r Cyngor o ran chwythu'r chwiban, yn ôl y gofyn.
- Cymryd rhan mewn cyfarfodydd staff.
- Cymryd rhan mewn gweithgareddau hyfforddiant.
- Cymryd rhan mewn systemau sicrhau ansawdd.

Rhaid cyflawni pob dyletswydd fel eu bod yn cydymffurfio â'r canlynol:-

- Hysbysu am ddamweiniau a gofynion lechyd a Diogelwch eraill.
- Deddfwriaeth statudol, yn enwedig COSHH a rheoliadau Hylendid.
- Codau Ymddygiad y cytunwyd arnynt yn genedlaethol ac yn lleol.
- Rhagofalon Tân.
- Egwyddorion cyfle cyfartal a pholisiau perthnasol y Cyngor.

Iechyd a Diogelwch

- Bod yn gyfrifol am eich iechyd a'ch diogelwch eich hun, ac iechyd a diogelwch unrhyw un arall a gaiff ei effeithio gan yr hyn a wnewch neu'r hyn na wnewch.

Arall

- Defnyddio a diweddarau systemau cyfrifiadurol ar gyfer datblygiad personol ac ar gyfer unrhyw angen arall sy'n berthnasol i'r swydd ac y cytunir arno gan y rheolwr llinell.

Manyleb Person

Gofynnol								
Cymwysterau Academaidd / Proffesiynol / Technegol / Galwedigaethol	<ul style="list-style-type: none"> Nid oes angen cymwysterau ffurfiol ond mae angen bod yn barod i fynychu hyfforddiant yn ôl y gofyn Sgiliau amlwg o ran llythrennedd a rhifedd 							
Sgiliau Ieithyddol Cymraeg	<table border="1"> <tr> <td>Gwrando/Siarad:</td> <td>Lefel 3</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 2</td> </tr> <tr> <td>Ysgrifennu:</td> <td>Lefel 2</td> </tr> </table>	Gwrando/Siarad:	Lefel 3	Rhaid cwrdd a'r sgiliau ieithyddol Cymraeg a nodwyd o fewn dwy flynedd i benodiad	Darllen:	Lefel 2	Ysgrifennu:	Lefel 2
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Sgiliau Ymarferol / Personol	<ul style="list-style-type: none"> Y gallu i gyfathrebu â phobl hŷn a'r gallu i uniaethu â nhw mewn modd sensitif. Balchder o ran cadw tŷ. Agwedd gadarnhaol a brwdfrydedd o ran cynnal a chadw'r cartref i safon gan barchu dymuniadau pob preswlydd – eu cartref nhw yw lleoliad y gwaith Yn ymdrechu i gyrraedd y safonau uchaf o ran gwasanaeth i'r cwsmer. Agwedd gadarnhaol a brwdfrydedd o ran darparu amgylchedd sy'n cael ei gynnal a'i gadw yn unol ag lechyd a Diogelwch a dymuniadau'r preswylwyr Yn cyfathrebu'n effeithiol, mewn geiriau ac fel arall. Yn dangos tosturi, amynedd ac empathi. Yn hyblyg ac yn agos-atoch, gydag agwedd gadarnhaol, hyd yn oed pan fo dan bwysau. Yn dangos hunan gymhellant. Yn cofnodi'n gywir iawn ac yn fanwl. Yn ysgogi ei hun i weithio. Chwaraewr tîm Ymrwymiad i'w ddatblygiad proffesiynol a phersonol ei hun. 							
Profiad Hanfodol	<p>PROFIAD</p> <ul style="list-style-type: none"> Profiad o gadw tŷ mewn lleoliad preswyl/cartref. Mae meddu ar brofiad blaenorol o gadw tŷ mewn cartref preswyl yn ddymunol. <p>GWYBODAETH</p> <ul style="list-style-type: none"> Deall y cyfrifoldebau o dan y Ddeddf Lechyd a Diogelwch yn y Gwaith, COSHH a Mesurau Atal a Rheoli Heintiau. Deall hanfodion Hylendid Bwyd. <p>SGILIAU</p> <ul style="list-style-type: none"> Y gallu i ysgogi ei hun i weithio ac i flaenoriaethu amserlenni gwaith. Sgiliau da o ran cyfathrebu 							
Hyfforddiant/addysg y mae'n ofynnol eu	<ul style="list-style-type: none"> Proses Ymsefydlu Ceredigion gan gynnwys hyfforddiant e-ddysgu gorfodol ar feysydd megis Diogelu, Hylendid Bwyd 							

cyflawni/mynd ati i'w cyflawni ar gyfer y swydd	<ul style="list-style-type: none"> • Fframwaith Sefydlu Cymru Gyfan ar gyfer Iechyd a Gofal Cymdeithasol • Codi a Chario • Arwyddion Diogelwch • Iechyd a Diogelwch a Rheoli Heintiau • Ymwybyddiaeth o Gyfrinachedd • Cymorth Cyntaf Sylfaenol
Dymunol	
Cymwysterau / Hyfforddiant	<ul style="list-style-type: none"> • Tystiolaeth o ddatblygiad proffesiynol parhaus • Tystysgrif Iechyd a Diogelwch • Hyfforddiant COSHH
Sgiliau Ymarferol / Personol	Cyfathrebu'n dda, yn rhyngweithiol ac yn dangos parodrwydd i ddysgu ac yn effeithlon ac effeithiol yn rôl y swydd

Job Description

Post Name	Domestic Assistant
Service	Porth Gofal
Grade	Grade 02
Spinal Point/s	2
Salary	£22,366 pro rata
Job Purpose	<ul style="list-style-type: none"> To ensure a welcoming, comfortable, safe, tidy and clean environment for residents, staff and visitors to the Residential Care Home. To provide a high-quality service and high standards of cleanliness, ensuring compliance with infection control procedures. To promote the philosophy of privacy, dignity, independence, choice, rights and fulfilment for all residents, treating everyone with respect and encouraging participation in domestic tasks if wished with due consideration to managed risk taking.
Location	Hafan Y Waun Care Home
Hours of Work	30 Hours per week
Type of Contract	Part-time
Contract Duration	Permanent
Line Managers Job Title	Registered Manager Residential Care
Supervisory/Managerial Responsibilities	None in the position
Accountability	To the Registered Manager of the Care Setting
Contractual Terms Associated with the Post	<ul style="list-style-type: none"> You will be obliged to complete your weekly hours on Rota Your Annual Leave will depend on the contracted hours You must complete and keep up to date with all your training provided and required <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>
Duties and Responsibilities	
<ul style="list-style-type: none"> Keeping all areas of the Home, including all toilets, clean and tidy. This includes washing, dusting, polishing, vacuum cleaning and sweeping as appropriate. Agree with senior carer bedroom cleaning requirements in line with the resident's rights and choices. Ensuring that all cleaning equipment/materials are maintained in a safe, clean, and efficient working condition in accordance with COSHH. Where an item of equipment requires repair, this should be reported to Management. 	

- Ensuring that the Management are aware of the need for replacement materials and equipment for the satisfactory performance of the duties.
- Wear protective clothing in accordance with COSHH and Health and Hygiene regulations and Infection Control guidelines.
- Maintaining a friendly contact with residents of the service respecting their right to choices, dignity, privacy and confidentiality at all times.

Laundry

- Sorting washing, load and unload machines taking care to use correct temperatures depending on types of fabric.
- Sluicing of linen where necessary, handwashing of resident's clothing as required.
- Ironing and pressing of clothing and linen as necessary.
- Sorting and folding residents clothing ready for repair and putting away.
- Ensure working within the infection control guidelines.
- To undertake such other duties as may be determined from time to time within the general scope of the post.

General Requirements

In addition to the above, there are some general requirements that apply to all jobs in the Care Home:

- Work in accordance with the Councils Safeguarding Policy and Guidelines of adults and follow the Council's whistleblowing policy as required.
- Participation in staff meetings.
- Participation in training activities.
- Participation in quality assurance systems.
- All duties must be carried out to comply with: -
- Notification of accidents and other Health & Safety requirements.
- Statutory legislation, in particular COSHH and Hygiene regulations.
- Nationally and locally agreed Codes of Good Practice.
- Fire Precautions.
- Equal opportunity principles and the Council's relevant policies

Health and Safety

- To be responsible for your own health, safety, and that of anybody else who may be affected by your acts or omissions.

Other

To use, update computer systems for personal development and any other requirement of the post agreed by the line manager

Job Evaluation Post Ref

CLE 003

Person Specification

Essential		
Academic / Professional / Technical / Vocational Qualifications	<ul style="list-style-type: none"> No formal qualifications required but willing to attend all training as requested Must be able to demonstrate literacy and numeracy skills 	
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 2 Writing: Level 2	The English linguistic skills noted are required on appointment
Practical and personal skills	<ul style="list-style-type: none"> An ability to communicate with older people and the ability to relate to them in a sensitive manner. Pride in housekeeping provision. A positive attitude and commitment to high standards of housekeeping whilst respecting the individual wishes of residents in whose home he/she is working. Strives to reach the highest standards in customer service. A positive attitude and commitment to providing a well-maintained environment in line with H & S and with the expressed ideas of the residents. Communicates effectively, both verbally and non-verbally Compassionate, patient, and empathetic Flexible and approachable with a positive attitude, even under pressure Self-motivated records with accuracy and detail works on own initiative. Team player In addition to the above there are some general requirements that apply to all jobs in the care home. Care Home: work in accordance with the councils safeguarding Policy and guidelines of adults and follow the Councils whistle blowing policy as required Participation in staff meeting participation in training activities participation in quality assurance systems All duties must be carried out to comply with:- Notification of accidents and other Health and safety requirements Statutory legislation, in particular COSHH and Hygiene regulations Nationally and locally agreed Codes of Good Practice Fire Precautions Equal opportunity principles and the Councils relevant policies 	

	<p>Health and Safety</p> <ul style="list-style-type: none"> To be responsible for your own health, safety, and that of anybody else who may be affected by acts or omissions. <p>Other</p> <ul style="list-style-type: none"> To use, update computer systems for personal development and any other requirement of the post agreed by the line manager
Required Experience	<p>EXPERIENCE</p> <ul style="list-style-type: none"> Housekeeping experience in a domiciliary or a home setting. Previous housekeeping experience within a residential home setting is a desirable. <p>KNOWLEDGE</p> <ul style="list-style-type: none"> Understanding of responsibilities under HSAW Act, COSHH, Infection Control, Essentials of Food Hygiene. <p>Skills</p> <ul style="list-style-type: none"> Ability to work on own initiative and prioritize work schedules. Commitment to own professional and personal development
Training/education required to be undertaken for the post/worked towards	<ul style="list-style-type: none"> Ceredigion Induction process including e-learning mandatory training including Safeguarding, Food Hygiene All Wales Induction framework for Health and Social Care Object Handling Signs of Safety Health and Safety and Infection Control Confidentiality Awareness Basic First Aid
Desirable	
Qualifications / Training	<ul style="list-style-type: none"> Evidence of continuous professional Health & Safety Certificate. COSHH Training
Practical / Personal Skills	<ul style="list-style-type: none"> Communicates well, interactive and showing willingness to learn and efficient and effective in job role