Disgrifiad Swydd

Teitl y Swydd	Cynorthwyydd Therapi Galwedigaethol
Gwasanaeth	Porth Gofal
Graddfa	7
Pwynt/iau Cyflog	12 -16
Cyflog	£27,711 - £29,572 pro-rata
Pwrpas y Swydd	Cynnal neu gynorthwyo gydag asesiadau therapi galwedigaethol ar gyfer unigolion dan oruchwyliaeth Therapyddion Galwedigaethol cymwys; gweithredu’r broses therapi galwedigaethol a methodoleg arwyddion diogelwch er mwyn datblygu a gweithredu cynlluniau ymyrraeth gyda ffocws ar atal a chymorth ar gyfer teuluoedd a gofalwyr.
Lleoliad	Penmorfa, Aberaeron
Oriau Gwaith	37 awr yr wythnos
Math o Gytundeb	Amser llawn
Hyd y Cytundeb	Parhaol
Teitl swydd y Rheolwr Llinell	Ymarferydd Uwch Therapi Galwedigaethol
Cyfrifoldebau Goruchwylio / Rheoli	Dim
Atebolrwydd	Bydd deiliad y swydd yn gweithio dan oruchwyliaeth Therapydd Galwedigaethol cymwys
Telerau Cytundebol sy'n Gysylltiedig â'r Swydd	Mae diogelu oedolion a phlant sydd mewn perygl yn flaenoriaethau allweddol i ni. Ein nod yw cynorthwyo oedolion, plant a phobl ifanc sydd mewn perygl er mwyn sicrhau eu bod mor ddiogel ag y gallant fod. Rydym yn cydnabod eu hawl i gael eu diogelu a byddwn yn gweithredu i ddiogelu eu lles. Disgwylir i bob aelod o staff a gwirfoddolwr rannu’r ymrwymiad hwn, a bydd gofyn i ni gael Archwiliad Estynedig gan y Gwasanaeth Datgelu a Gwahardd (DBS) cyn penodi rhywun i’r swydd hon.
Trosolwg o’r Model Gwasanaethau Integredig Gydol Oes a Llesiant	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. Bydd y Model Gwasanaethau Integredig Gydol Oes a Llesiant: • yn fan cyswllt cyntaf ar gyfer preswylwyr a phartneriaid allweddol • yn llunio ac yn darparu pecynnau atal ac ymyrraeth gynnar pwrpasol i ddiwallu anghenion unigolion • yn penderfynu ar y gwasanaethau mwyaf priodol i roi gofal a chymorth ar waith yn brydlon yn monitro ac yn gwerthuso effaith y cymorth

Dyletswyddau a chyfrifoldebau

DYLETSWYDDAU
Gweithio mewn Tîm
• Gweithio fel rhan o'r tîm therapi galwedigaethol er mwyn rholi llwyth achosion o ddefnyddwyr gwasanaeth gyda chymorth a than oruchwyliaeth staff cymwys.
• Gweithio mewn partneriaeth gyda staff o asiantaethau eraill, e.e. y Sector Iechyd a Gwirfoddol.
• Mynychu cyfarfodydd aml-ddisgyblaethol i gynrychioli'r persbectif therapi galwedigaethol gofal cymdeithasol, hyrwyddo annibyniaeth, dewis ac ymreolaeth pan fo hynny'n briodol.
 	
Asesiadau a Gweithio gyda Defnyddwyr Gwasanaeth, Teuluoedd a Gofalwyr
• Casglu gwybodaeth er mwyn ymateb i gais am therapi galwedigaethol.
• Cynnal neu gynorthwyo gydag asesiadau therapi galwedigaethol dirprwyedig unigolion a'u teuluoedd/ gofalwyr, gan gynnwys eraill yn ôl yr angen.
• Trafod gydag unigolion, teuluoedd/ gofalwyr a chydweithwyr er mwyn sicrhau nodau cyffredin sy'n canolbwyntio ar yr unigolyn a blaenoriaethau ymyriad sy'n seiliedig ar therapi galwedigaethol er mwyn sicrhau cydbwysedd o ran hunan-ofal, cynhyrchiant a hamdden, gan rymuso unigolion a gofalwyr i wneud penderfyniadau gwybodus am ddatblygiad a chynnydd y cynllun ymyrraeth therapi galwedigaethol.
• Dan oruchwyliaeth ac o fewn fframwaith cymhwysedd a rhagnodwr cytunedig, asesu ac argymell cymhorthion, offer ac addasiadau.
• Cynnig neu helpu i nodi ffynhonnell cymorth briodol ar gyfer gofalwyr pan welir angen a nodir.
• Monitro ac adolygu cynlluniau ymyrraeth therapi galwedigaethol pan fo hynny'n briodol er mwyn sicrhau eu bod yn bodloni anghenion yr unigolyn ac yn sicrhau cynnydd.
• Defnyddio methodoleg y fframwaith arfer Arwyddion Diogelwch er mwyn:
    o cynnal asesiadau amserol ar draws teuluoedd a rhwydweithiau, datblygu, darparu, monitro ac adolygu ymyriadau yn ôl y gofyn er mwyn bodloni amserlenni perthnasol.
    o darparu gwaith sy'n canolbwyntio ar yr unigolyn ac ar ganlyniadau gydag unigolion, teuluoedd, gofalwyr, grwpiau a chymunedau sy'n hyrwyddo annibyniaeth, lles a chynhwysiant cymdeithasol.
• Cynorthwyo defnyddwyr gwasanaeth, teuluoedd a gofalwyr i gymryd rhan mewn unrhyw brosesau asesu a chynnig gwybodaeth briodol iddynt er mwyn eu galluogi i wneud dewisiadau gwybodus am ymyriadau a gwasanaethau sydd ar gael.
• Lle y mae anghenion eraill wedi cael eu nodi ar gyfer yr unigolyn (y gallent gynnwys iechyd, symudedd, cymdeithasol, ariannol, cyflogaeth), cysylltu a chyfeirio ymlaen at eraill pan fo hynny'n briodol er mwyn cynorthwyo i fodloni'r anghenion hynny.
• Eirioli gyda ac ar ran unigolion, teuluoedd, grwpiau gofalwyr a chymunedau.
 	
Dadansoddi a Barnu
• Cynnal ac ymateb i ymholiadau parhaus; casglu a dadansoddi gwybodaeth er mwyn cyfrannu at benderfyniadau a meithrin barn therapi galwedigaethol arbenigol.
• Rhagnodi datrysiadau ar gyfer yr holl anghenion a nodir megis cymhorthion, offer, ac addasiadau, sy'n hyrwyddo annibyniaeth y defnyddiwr gwasanaeth, cymorth a seibiant posibl i ofalwyr, a mynediad i gymorth cymunedol i deuluoedd.
• Cyfrannu at ddatblygu, cynllunio a rheoli adnoddau sydd ar gael i gynorthwyo ymyriadau therapi galwedigaethol a chwblhau dogfennaeth argymhellion addasu ac offer pan fo hynny'n briodol ac yn unol â pholisïau a gweithdrefnau gwasanaeth.
 	
Sicrhau Ansawdd
• Sicrhau bod ymyriadau therapi galwedigaethol yn bodloni anghenion a aseswyd

- Gwerthuso bodlonrwydd y defnyddiwr gwasanaeth gyda'r ymyriadau a ddarparwyd
- Asesu risg mewn ffordd gadarnhaol ac yn ôl yr angen, cynorthwyo datblygiad cynlluniau rheoli risg o fewn darpariaeth gwasanaeth therapi galwedigaethol
- Cynnal cofnodion priodol yn unol â gofynion y Coleg Brenhinol Therapi Galwedigaethol (RCOT), y Cyngor neu'r Gwasanaeth, gan gynnwys cofnod clir o asesiadau a chynlluniau ymyrraeth, a darparu gwybodaeth ystadegol.

Cyfrifoldebau Cyffredinol

- Dan oruchwyliaeth a chymorth staff cymwys, meithrin lefel y wybodaeth, y ddealltwriaeth a'r sgiliau sy'n ofynnol er mwyn dangos tystiolaeth o gymhwysedd mewn arfer therapi galwedigaethol a bodloni'r safonau gofynnol
- Hyrwyddo'r iaith Gymraeg mewn ffordd weithredol a dewisiadau iaith defnyddwyr gwasanaeth yn unol â safonau'r Gymraeg a fframwaith Mwy na Geiriau
- Meithrin gwaith partneriaeth effeithiol gyda chydweithwyr mewnol ac allanol ac asiantaethau eraill
- Hyrwyddo cysyniad "urddas mewn gofal", diogelu hawliau'r unigolyn a'r teulu gan gynnig llais a rheolaeth iddynt a bod yn ymwybodol o'r polisïau a'r gweithdrefnau Diogelu; gan gymryd camau priodol i ddiogelu defnyddwyr gwasanaeth
- Cadw at ganllawiau a deddfwriaeth statudol perthnasol, polisïau mewnol a gweithdrefnau mewn perthynas â materion gweinyddol a phroffesiynol
- Mynychu cyfarfodydd tîm, sesiynau goruchwylio, a chyrsiau hyfforddiant pan fo hynny'n briodol ac yn unol â chyfarwyddyd Rheolwr y Tîm, ar gyfer datblygiad personol a phroffesiynol.

Cyfeirnod at Ddibenion Gwerthuso Swyddi	JD 1684-02

Manyleb Person

Gofynnol		
Cymwysterau Academaidd / Proffesiynol / Technegol / Galwedigaethol	Tystiolaeth o gymhwyster QCF/ CGC/ HNC Lefel 3 sy'n berthnasol i'r rôl neu brofiad neu gymwysterau hyfforddiant cyfatebol eraill. Profiad Lefel 4 a pharodrwydd i gwblhau cymhwyster Lefel 4 perthnasol o fewn amserlen benodedig ar ôl cael eich penodi.	
Sgiliau Ieithyddol Cymraeg	Gwrando/Siarad: **Lefel 3** Darllen: **Lefel 2** Ysgrifennu: **Lefel 2**	Rhaid cwrdd a'r sgiliau ieithyddol Cymraeg a nodwyd o fewn dwy flynedd i benodiad
Sgiliau Ieithyddol Saesneg	Gwrando/Siarad: **Lefel 3** Darllen: **Lefel 3** Ysgrifennu: **Lefel 3**	Rhaid cwrdd a'r sgiliau ieithyddol Saesneg a nodwyd ar benodiad.
Sgiliau Ymarferol / Personol	**Gwybodaeth Ymarferol** • Gwybodaeth a sgiliau amlwg mewn hyrwyddo annibyniaeth defnyddiwr gwasanaeth trwy gyfrwng dulliau gweithredu adfer a/neu ail-alluogi gan gynnwys defnyddio cymhorthion, offer, addasiadau, a thechnoleg gynorthwyol • Dealltwriaeth o therapi galwedigaethol a gwaith gwasanaethau gofal cymdeithasol mewn Awdurdodau Lleol • Dealltwriaeth o rolau tîm aml-ddisgyblaethol • Gwybodaeth a dealltwriaeth o ddeddfwriaeth a Rheoliadau allweddol, e.e. Diogelu, Deddf Galluedd Meddyliol, Mesur Iechyd Meddwl, SSWBA, Rhagofalon Diogelu Rhyddid, Deddfau Plant, Deddf Grantiau Tai, Adeiladu ac Adfywio 1996, yn ogystal â'r codau ymarfer sy'n cynnig sylfaen i wasanaethau therapi galwedigaethol a gofal cymdeithasol • Dealltwriaeth o anghenion corfforol a seicolegol unigolion agored i niwed a'u gofalwyr • Gwybodaeth am amrediad y gwasanaethau cyffredinol statudol, sector gwirfoddol a chymunedol sy'n gallu cynorthwyo unigolion agored i niwed **Rhinweddau Personol** • Sgiliau arsylwi er mwyn gwneud asesiadau manwl o anghenion defnyddwyr gwasanaeth • Yn meddu ar ymwybyddiaeth o faterion diwylliannol ac ieithyddol • Sgiliau TG ar draws amrediad o systemau ac offerynnau, e.e. cronfa ddata cleientiaid gofal cymdeithasol, e-bost, rhaglenni dysgu ar y rhyngrwyd a chymwysiadau Microsoft • Bod yn effeithiol gyda chyfathrebu ysgrifenedig a llafar; wyneb yn wyneb a chan ddefnyddio technoleg o bell	

	• Yn gallu meddwl mewn ffordd ochrol wrth ddatblygu cynlluniau ymyrraeth therapi galwedigaethol; gan deilwra'r cynllun i'r hyn sy'n bwysig i'r unigolyn • Sgiliau trefnu er mwyn trefnu eich amser eich hun, gan ystyried bwrw ymlaen gyda gwaith brys mewn ffordd briodol o fewn llwyth achosion cymysg • Gallu rheoli eich amser eich hun a blaenoriaethu llwythi gwaith a gweithio fel aelod o dîm • Gallu gweithio mewn ffordd hyblyg pan fyddwch dan bwysau ac er budd pennaf yr unigolyn a asesir, boed hwnnw yn ddefnyddiwr gwasanaeth neu'n ofalwr • Yn gallu adnabod terfynau eich atebolrwydd a'ch cyfrifoldeb chi, a cheisio cymorth, cyngor a goruchwyliaeth briodol • Mynediad i gar bob amser er mwyn cyflawni dyletswyddau'r swydd ac yn gallu teithio yn y gymuned mewn ffordd amserol
Profiad Hanfodol	Rhaid bod gan ymgeiswyr: • Brofiad helaeth o weithio mewn amgylchedd Gwasanaethau Cymdeithasol neu Iechyd • Profiad o hyrwyddo annibyniaeth defnyddwyr gwasanaeth trwy gyfrwng dulliau gweithredu adsefydlu a/neu ail-alluogi gan gynnwys defnyddio cymhorthion, addasiadau, a thechnoleg gynorthwyol
Hyfforddiant/addysg y mae'n ofynnol eu cyflawni/mynd ati i'w cyflawni ar gyfer y swydd	Aseswr y Gellir Ymddiried Ynoch Lefel 4 (neu statws cyfatebol) Cymhwyster QCF/ CGC/ HNC Lefel 4 sy'n berthnasol i'r rôl
Dymunol	
Cymwysterau / Hyfforddiant	Cymhwyster QCF/ CGC/ HNC Lefel 4 sy'n berthnasol i'r rôl
Sgiliau Ymarferol / Personol	Mae'n ddymunol bod ymgeiswyr yn meddu ar y canlynol: • Profiad o weithio mewn gwasanaeth therapi neu faes perthnasol arall • Profiad o weithio gyda phlant, pobl hŷn, neu bobl sydd ag anabledd • Profiad o weithio gyda phlant unigol ac oedolion yn eu cartref eu hunain, yn y gymuned, a than drefniant un-i-un • Y gallu i weithio gartref mewn ffordd effeithiol, gan gynnwys cyflymder band eang dibynadwy o ansawdd da

Job Description

Post Name	Occupational Therapy Assistant
Service	Porth Gofal
Grade	7
Spinal Point/s	12 - 16
Salary	£27,711 - £29,572 pro-rata
Job Purpose	To undertake or assist with occupational therapy assessments for individuals under the supervision of qualified Occupational Therapists; applying the occupational therapy process and signs of safety methodology to develop and implement intervention plans with a focus on prevention and support for families and carers.
Location	Penmorfa, Aberaeron
Hours of Work	37 hours per week
Type of Contract	Full-time
Contract Duration	Permanent
Line Managers Job Title	Senior Practitioner Occupational Therapy
Supervisory/Managerial Responsibilities	None
Accountability	Post-holder will work under the supervision of a qualified Occupational Therapist
Contractual Terms Associated with the Post	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.
Overview of the Through Age Wellbeing Integrated Services Model	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. The Through Age and Wellbeing Integrated Services Model will: • be the first point of contact for residents and key partners • design and deliver early prevention and intervention packages bespoke to individuals’ needs • decide upon the most appropriate services to deliver care and support in a time-related manner, monitor and evaluate the impact of support

Duties and Responsibilities

DUTIES

Team Working

- Work as part of the occupational therapy team to manage a caseload of service users with support and under the supervision of qualified staff.
- Work in partnership with staff from other agencies, e.g. Health and Voluntary Sector.
- Attend multi-disciplinary meetings to represent the social care occupational therapy perspective, promoting independence, choice and autonomy where appropriate.

Assessments and Working with Service Users, Families and Carers

- To gather information in response to a request for occupational therapy.
- Undertake or assist with delegated occupational therapy assessments of individuals and their families/ carers, involving others as necessary.
- Negotiate with individuals, families/ carers, and colleagues to ensure common person-led goals and priorities of occupational therapy intervention based on achieving balance in relation to self-care, productivity and leisure, empowering individuals and carers to make informed decisions about development and progress of the occupational therapy intervention plan.
- Under supervision and within agreed competency and prescriber framework, assess for and recommend aids, equipment, and adaptations.
- Offer or help identify an appropriate source for support for carers where there is an identified need.
- Monitor and review where appropriate occupational therapy intervention plans to ensure that they are meeting the needs of the individual and progressing.
- Apply the methodology of the Signs of Safety practice framework to:
    - undertake timely assessments across families and networks, developing, delivering, monitoring and reviewing interventions as required to meet relevant timescales.
    - deliver person-centered, outcome focused work with individuals, families, carers, groups and communities that promotes independence, wellbeing and social inclusion.
- Assist service users, families and carers to participate in any assessment processes and provide them with appropriate information to enable them to make informed choices about interventions and services available.
- Where other needs have been identified for the individual (which may include health, mobility, social, financial, employment), to liaise and refer on to others as appropriate to assist in meeting those needs.
- Advocate with and on behalf of individuals, families, carers groups and communities.

Analysis and Judgement

- Undertake and respond to ongoing enquiries; gathering and analysing information to inform decisions and develop specialist occupational therapy judgement.
- Prescribe solutions for all identified needs such as aids, equipment, and adaptations that promote service user independence, support and possible breaks for carers, and access to community support for families.
- Contribute to the development, planning, and control of resources available to support occupational therapy interventions and complete equipment and adaptation recommendations documentation where appropriate and in accordance with service policies and procedures.

Quality Assurance

- Ensure that occupational therapy interventions are meeting assessed needs

- To evaluate the service user’s satisfaction with the interventions provided
- To assess risk positively and where necessary support the development of risk management plans within occupational therapy service provision
- Maintain appropriate records in accordance with Royal College of Occupational Therapy (RCOT), Council, or Service requirements, including a clear record of assessments and intervention plans, and the provision of statistical information.

General Responsibilities

- Under the supervision and support of qualified staff, develop the level of knowledge, understanding and skills required to evidence competence in occupational therapy practice and meet the required standards
- 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
- Promote the concept of “dignity in care”, protecting the individuals’ and family’s rights giving them voice and control and to be aware of the Safeguarding policies and procedures; taking appropriate action to protect service users
- Adhere to relevant statutory legislation and guidance, internal policies and procedures in relation to professional and administrative matters
- 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 1684

Person Specification

Essential		
Academic / Professional / Technical / Vocational Qualifications	Evidence of Level 3 HNC/ NVQ/ QCF qualification relevant to role or other equivalent training qualifications or experience. Level 4 experience with a willingness to complete relevant Level 4 qualification within a specified timescale following appointment.	
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	**Practical Knowledge** • Demonstrable knowledge and skills in promoting service user independence through rehabilitation and/ or reablement approaches including the use of aids, equipment, adaptations, and assistive technology • Understanding of occupational therapy and the work of social care services in Local Authorities • Understanding the roles of a multi-disciplinary team • Knowledge and understanding of key legislation and Regulations, e.g. Safeguarding, Mental Capacity Act, Mental Health Measure, SSWBA, Liberty Protection Safeguards, Children's Acts, Housing Grants, Construction and Regeneration Act 1996, as well as the codes of practice underpinning social care and occupational therapy services • Understanding of the physical and psychological needs of vulnerable individuals and their carers • Knowledge of the range of statutory, voluntary sector and community based universal services that can support vulnerable individuals **Personal Attributes** • Observational skills to make accurate assessments of service users' needs • 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 think laterally when developing occupational therapy intervention plans; tailoring the plan to what matters to the individual • Organisational skills to arrange own work time taking account of progressing urgent work appropriately within a mixed caseload • 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 • Ability to recognise the limits of own accountability and responsibility, and seek appropriate support, advice, and supervision • Access to a car at all times to undertake the duties of the post and ability to travel in the community in a timely manner
Required Experience	Candidates must have: • Extensive experience of working within a Social Services or Health environment • Experience of promoting service user independence through rehabilitation and/ or reablement approaches including the use of aids, equipment, adaptations, and assistive technology
Training/education required to be undertaken for the post/worked towards	Trusted Assessor Level 4 (or equivalent) Level 4 HNC/ NVQ/ QCF qualification relevant to role
Desirable	
Qualifications / Training	Level 4 HNC/ NVQ/ QCF qualification relevant to role
Practical / Personal Skills	It is desirable for candidates to have: • Experience of working within a therapy service or other relevant field • Experience of working with children, older people, or people with a disability • Experience of working with individual children and adults in their own homes, in the community, and on a one-to-one basis • The ability to work effectively from home, including good quality reliable broadband speed