Disgrifiad Swydd

Teitl y swydd	Gweithiwr Cymorth Lefel 3 – Camddefnyddio Sylweddau
Gwasanaeth	Porth Cynnal
Gradd	Graddfa 7
Cyfeirnod at ddibenion Gwerthuso Swyddi	JD 1486 VP
Cyflog	£27,711 - £29,572 y flwyddyn
Diben y swydd	Gweithio yn y Model Gwasanaethau Integredig Gydol Oes a Llesiant i gynorthwyo i gynllunio, i gefnogi, i oruchwylio ac i gyflawni gweithgareddau penodol a gwaith arall gyda phlant, pobl ifanc, oedolion a'u teuluoedd. Bod yn hyblyg ac yn barod i ymateb i anghenion y Model Gwasanaethau Integredig Gydol Oes a Llesiant, gan gynnwys llunio a darparu mesurau atal ac ymyriadau a fydd yn hybu canlyniadau da ac yn gwella diogelwch a chydnerthedd defnyddwyr y gwasanaeth. Bydd deiliad y swydd hon yn gweithio yn Camddefnyddio Sylweddau. O bryd i'w gilydd, bydd gofyn ichi weithio mewn tîm neu leoliad arall o fewn y Model Gwasanaethau Integredig Gydol Oes a Llesiant.
Lleoliad	Penmorfa, Aberaeron
Oriau gwaith	37
Math o gontract	Llawn Amser
Hyd y contract	Cyfnod Penodol
Teitl swydd y Rheolwr Llinell	Rheolwr Tîm Camddefnyddio Sylweddau
Cyfrifoldebau goruchwylio/rheoli	Goruchwylio aelodau staff newydd yn ystod hyfforddiant cynefino sy'n seiliedig ar dasgau gwaith pan fydd deiliad y swydd wedi'i baru/pharu â nhw.
Atebolrwydd	Bod yn gyfrifol am y pethau a ganlyn: • Cyfarpar TGCh, e.e. llechen, ffôn symudol a/neu liniadur. • Cyflenwadau a chyfarpar sy'n berthnasol i'r swydd, fel cynhyrchion gofal personol, cyfarpar chwarae.
Y telerau contractiol sy'n gysylltiedig â'r swydd	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.
Trosolwg ar y Model Gwasanaethau Integredig Gydol Oes a Llesiant	Mae'r Model Gwasanaethau Integredig Gydol Oes a Llesiant 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 pennu'r gwasanaethau mwyaf priodol i roi cynlluniau gofal a chymorth ar waith yn brydlon • yn monitro ac yn gwerthuso effaith y cymorth

Dyletswyddau a chyfrifoldebau

DYLETSWYDDAU

- Cyflawni dyletswyddau a bennir mewn cynlluniau gofal a chymorth. Gall hyn gynnwys gweithio gyda defnyddwyr gwasanaeth ag anghenion cymhleth neu ddwys.
- Cynorthwyo i asesu defnyddwyr gwasanaeth, gan gynnwys y rheini ag anghenion cymhleth neu ddwys, i osod sail ar gyfer cynlluniau gofal / cymorth.
- Datblygu a gweithredu rhaglenni gwaith uniongyrchol a rhithiol penodol gyda phlant, pobl ifanc ac oedolion ar sail un i un, teulu neu grŵp, gan weithio ochr yn ochr â gweithwyr proffesiynol ac asiantaethau eraill i gefnogi cynlluniau gofal a chymorth.
- Cynorthwyo â datblygiadau, darpariaethau, rhaglenni a phrosiectau'r Gwasanaeth drwy ddatblygu a darparu sesiynau/cymorth penodol i ddefnyddwyr gwasanaeth ag anghenion cymhleth neu ddwys.
- Hwyluso dysgu a hyfforddiant sy'n seiliedig ar sgiliau mewn grwpiau bach.
- Os oes angen, bod yn gyfrifol am lwyth achosion bach neu waith a drosglwyddir drwy ddyraniad eilaidd, lle bydd yn ofynnol gweithio'n ddwys gyda defnyddwyr gwasanaeth i'w hatal rhag mynd i argyfwng.
- Pennu a rheoli risgiau tymor byr a thymor canolig i sicrhau bod defnyddwyr gwasanaeth yn ddiogel, ac adnabod risgiau y mae'n rhaid eu huwchgyfeirio at y gweithiwr proffesiynol priodol.

- Bod yn gyfrifol am roi mesurau ataliol ac ymyriadau ar waith, gan gynnwys mewn achosion cymhleth, a fydd yn cynorthwyo unigolion â'u llesiant meddwl, eu llesiant cymdeithasol a'u llesiant corfforol, a cheisio gwella eu canlyniadau yn y tymor hir.

- Cydweithio ag unigolion, eu teuluoedd ac asiantaethau eraill mewn ffordd gyson a rhagweithiol, gan ddefnyddio dull sy'n seiliedig ar gryfderau yn unol â'r model Arwyddion Diogelwch.

- Rhoi ar waith y mathau o gymorth y cytunwyd arnynt mewn cynlluniau gofal a chymorth pan fo'r berthynas rhwng unigolion yn anodd.

- Dilyn cynllun rheoli ymddygiad cadarnhaol wedi'i deilwra i'r unigolyn, gan ddefnyddio'r technegau a'r adnoddau a amlinellir yn y cynllun gofal a chymorth neu mewn unrhyw gynllun ymyrraeth arall.

- Darparu datganiad tyst ar gyfer achosion cyfreithiol pan fo angen.

- Cynnal systemau cofnodi cyfredol, fel sy'n ofynnol i ddogfennu'ch gwaith.

- Bod ar gael i weithio oriau anghymdeithasol.

- Ymgymryd ag unrhyw ddyletswyddau eraill sy'n gymesur â lefel a disgwyliadau'r swydd, gan gynnwys pan fo gofyn gweithio mewn tîm a/neu leoliad arall.

Sicrhau ansawdd

- Gwerthuso bodlonrwydd defnyddwyr y gwasanaeth â'r cymorth a ddarparwyd iddynt.

- Cadw cofnodion priodol yn unol â gofynion y Cyngor neu'r Gwasanaeth, a darparu data lle bo'n berthnasol.

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.

- Hybu cyfle cyfartal o ran darparu gwasanaethau.

- 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, gan gynnwys y Strategaeth Integredig Gydol Oes a Llesiant.

- Mynd i gyfarfodydd tîm, sesiynau goruchwylio a chyrsiau hyfforddi pan fo’n briodol ac yn unol â chyfarwyddyd y rheolwr llinell er mwyn datblygu’n bersonol ac yn broffesiynol.

Manyleb Person

Hanfodol		
Cymwysterau academaidd / proffesiynol / technegol / galwedigaethol	• QCF3 mewn pwnc perthnasol neu gymhwyster cyfatebol mewn disgyblaeth sy'n berthnasol i weithio gyda phlant, pobl ifanc, oedolion a/neu deuluoedd (neu fod yn gweithio tuag at gymhwyster o'r fath) neu'r gallu i ddangos cymhwysedd drwy brofiad • Pum TGAU gradd C neu uwch, gan gynnwys Mathemateg a Chymraeg neu Saesneg, neu gymwysterau cyfatebol.	
Sgiliau Cymraeg	Gwrando/Siarad: **Lefel 3** Darllen: **Lefel 2** Ysgrifennu **Lefel 2**	Bydd yn ofynnol i ddeiliad y swydd feddu ar y sgiliau Cymraeg a nodir cyn pen dwy flynedd ar ôl ei benodi/phenodi.
Sgiliau Saesneg	Gwrando/Siarad: **Lefel 3** Darllen: **Lefel 3** Ysgrifennu **Lefel 3**	Bydd yn ofynnol i ddeiliad y swydd feddu ar y sgiliau Saesneg a nodir pan gaiff ei benodi/phenodi i'r swydd
Sgiliau ymarferol a phersonol gofynnol	• Sgiliau rhyngbersonol rhagorol, ynghyd â'r gallu i ymgysylltu'n effeithiol â phlant, pobl ifanc, oedolion a theuluoedd. • Gallu meithrin perthynas waith adeiladol â chydweithwyr, cymunedau a rhwydweithiau eraill. • Gallu cyfathrebu'n glir ac yn effeithiol â phlant ac oedolion, gan ddangos tystiolaeth o sgiliau da yn y Gymraeg neu'r Saesneg yn ysgrifenedig ac ar lafar. • Ymgymryd â hyfforddiant priodol i gyfrannu at ddatblygiad proffesiynol ac at feithrin sgiliau. • Deall swyddogaethau a chyfrifoldebau mewn gwahanol amgylcheddau a disgyblaethau proffesiynol. • Gweithio'n adeiladol fel aelod o dîm ac o'i ben/phen a'i bastwn/phastwn ei hun. • Gallu cynorthwyo defnyddwyr gwasanaeth a all fod yn bryderus ac yn ofidus ar brydiau, gan gynnwys achosion cymhleth. • 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. • Bod yn ymwybodol 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 Rhyngrwyd, a rhaglenni Microsoft. • Gallu cyfathrebu'n effeithiol, yn ysgrifenedig ac ar lafar, boed wyneb yn wyneb neu drwy ddefnyddio technoleg o bell.	

	• Gallu rheoli ei amser ei hun, blaenoriaethu llwythi 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 cynorthwyo defnyddwyr y gwasanaeth i gymryd rhan mewn gweithgareddau i hybu eu llesiant corfforol a meddyliol; gall hyn gynnwys gweithgareddau awyr agored, ymhlith gweithgareddau eraill. • Gallu gyrru a gallu defnyddio ei gar/char ei hun i gludo defnyddwyr gwasanaeth. • Trwydded yrru lawn a pharodrwydd i gael hyfforddiant MIDAS (i yrru bysiau mini).
Profiad gofynnol	• Dwy flynedd o brofiad o weithio gyda phlant, pobl ifanc neu oedolion sydd mewn perygl. • 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. • Asesu risgiau sefyllfaol a risgiau tymor canolig, a sicrhau bod unigolion yn ddiogel bob amser tra'r ydych yn gofalu amdanynt. • Gwybodaeth am anghenion teuluoedd a phlant a/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 gofyn i ddeiliad y swydd gyflawni'r holl gyrsiau e-ddysgu gorfodol a ganlyn: **Diogelu Plant ac Oedolion sydd mewn Perygl – Lefel 1** **Trais yn erbyn Menywod, Cam-drin Domestig a Cham-drin Rhywiol** **Chwythu'r Chwiban** **Deddf Llesiant Cenedlaethau'r Dyfodol** **Cydraddoldeb ac Amrywiaeth** **Diogelu Data** **Ymwybyddiaeth o'r Gymraeg** **Iechyd a Diogelwch** **Diogelu Gwybodaeth** Yn ychwanegol at y cyrsiau uchod, bydd gofyn ichi hefyd gyflawni hyfforddiant perthnasol arall, fel: 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 rhianta Dadansoddi ac adfyfyrio mewn asesiadau Hyfforddiant MIDAS

Dymunol	
Cymwysterau / hyfforddiant	
Sgiliau ymarferol / personol	Byddai'n ddymunol pe bai ymgeiswyr yn meddu ar yr hyn a ganlyn: • Hyder 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. • Dealltwriaeth o broblemau o ran datblygiad plant, ac o gyflyrau a allai effeithio ar bobl hŷn, fel dementia. • Dealltwriaeth o sut i wella llesiant plant ac oedolion. • Y gallu i baratoi cofnodion cryno a chynnil o unrhyw gamau a gymerwyd, ac i gofnodi'r canlyniadau. • Y gallu i gyfrannu at asesiadau ac adolygiadau yn ysgrifenedig ac ar lafar. • Dealltwriaeth o ddadansoddi ac adfyfyrio yn eich 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 gyda pholisïau a gweithdrefnau sy'n ymwneud â diogelu, iechyd, diogelwch a diogeledd, cyfrinachedd, a diogelu data.

Job Description

Post Name	Support Worker Level 3 – Mental Wellbeing
Service	Porth Cynnal
Grade	Grade 7
Job Evaluation Post Ref	JD 1486 VP
Salary	£27,711 - £29,572 per annum
Job Purpose	To work in the Through Age 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. To be responsive and flexible to the needs of the Through Age 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 Substance Misuse. On occasions where there is a need you will be required to work in another Team or location within the Through Age Wellbeing Integrated Services Model.
Location	Penmorfa, Aberaeron
Hours of Work	37
Type of Contract	Full time
Contract Duration	Fixed Term
Line Managers Job Title	Team Manager Substance Misuse Team
Supervisory/Managerial Responsibilities	To supervise new staff members during ‘on the job’ task based induction training when paired to work with them.
Accountability	Responsible for: • 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	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.
Overview of the Through Age and Wellbeing Integrated Services Model	The Through Age 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 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

- 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 recognise 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 signs of safety strengths based approach.
- Implementing agreed methods of support relevant to the care and support plans where relationships are difficult.
- Follow the agreed individualised positive behavior management plan utlising 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.

Person Specification

	Essential	
Academic / Professional / Technical / Vocational Qualifications	• 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
Reqred practical and personal skills	• 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 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.	

	• 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. • Full driving license and be prepared to undertake MIDAS training (minibus).
Required Experience	• 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 keeping in touch with the line manager at all times. • 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	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 Manual Handling Managing challenging situations Team Teach and/ or Positive Behaviour 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

Desirable	
Qualifications / Training	
Practical / Personal Skills	It is desirable for candidates to have: • Confident 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. • 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.