

Disgrifiad Swydd

Teitl y Swydd	Gweithiwr Teuluoedd
Gwasanaeth	Porth Cymorth Cynnar
Graddfa	Gradd 8
Pwynt/iau Cyflog	18-22
Cyflog	£30,559 – £32,654 pro rata
Pwrpas y Swydd	- 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 os oes angen - llunio a gweithredu ymyriadau sy'n hybu canlyniadau da a fydd yn gwella diogelwch a chydnerthedd defnyddwyr y gwasanaeth - mae'r Gweithiwr Teuluoedd yn gyfrifol am lunio, datblygu a chydgysylltu ystod o ddulliau pwrpasol o weithio gydag unigolion, teuluoedd, plant a phobl ifanc, gan gynnwys y rheini sy'n wynebu sefyllfaoedd heriol - bydd y Gweithiwr Teuluoedd yn ymrwymo i weithio o safbwynt y teulu cyfan, gan ysgwyddo cyfrifoldeb dros ennyn diddordeb pobl mewn cyfleoedd, gweithgareddau a dysgu achrededig sy'n gwireddu newid cadarnhaol. I wneud hyn, bydd gofyn defnyddio dulliau amrywiol sy'n briodol i anghenion y teulu cyfan, e.e. dulliau a fydd yn gwella sgiliau a gwybodaeth o ran datblygiad corfforol, personol, emosiynol a chymdeithasol plant, o blentyndod i'r glasoed - bydd y Gweithiwr Teuluoedd yn gyfrifol am arwain, cynllunio, cydgysylltu a darparu ymyriadau a chymorth i ystod oedran dynodedig ac i gymuned ddynodedig - bydd hefyd yn gyfrifol am gefnogi'r strategaeth Cymorth i Deuluoedd drwy ddarparu darpariaethau cadarn wedi'u targedu a darpariaethau mynediad agored, gan gynnwys gwaith grŵp a rhaglenni gwyliau, ar hyd a lled y sir ac ar y cyd â rhanddeiliaid allweddol yn y sector statudol a'r sector gwirfoddol
Lleoliad	Canolfan Integredig Plant Enfys Teifi, Aberteifi.
Oriau Gwaith	37 awr yr wythnos
Math o Gytundeb	Llawn-amser

Hyd y Cytundeb	Dros Dro
Teitl swydd y Rheolwr Llinell	Rheolwr Tim – Rhianta a Chefnogaeth i Deuluoedd
Cyfrifoldebau Goruchwyllo / Rheoli	Amherthnasol
Atebolrwydd	• bod yn hollol ymwybodol o'r angen i sicrhau bod yr holl ddarpariaeth i blant, pobl ifanc, unigolion, rhieni a theuluoedd yn ymlynu wrth bolisïau a gweithdrefnau Cyngor Sir Ceredigion, ac unrhyw ganllawiau cenedlaethol perthnasol eraill, a bod yn gyfrifol am sicrhau bod hynny'n digwydd • rheoli camau amserol i goladu ac i ddadansoddi data ystadegol cadarn, fel sy'n ofynnol gan Gyngor Sir Ceredigion ac asiantaethau allanol perthnasol • gweithio'n barhaus o'i ben/phen a'i bastwn/phastwn ei hun yng nghartrefi teuluoedd ac ar safleoedd dynodedig ledled y sir • gweithio yn unol â pholisïau a gweithdrefnau iechyd a diogelwch darparwyr allanol amrywiol pan fydd yn ymgymryd ag unrhyw weithgareddau oddi ar y safle (o'i ran/rhan ei hun a'r unigolion neu'r teuluoedd y mae'n gyfrifol amdanynt)
Telerau Cytundebol sy'n Gysylltiedig â'r Swydd	Diogelu ac amddiffyn oedolion a phlant sydd mewn perygl yw'n prif flaenoriaethau ni. Ein nod yw cynorthwyo 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 gweithredu i ddiogelu eu lles. Disgwylir i bob aelod staff a gwirfoddolwr rannu'r ymrwymiad hwn, a bydd gofyn cael gwiriad manylach gan y Gwasanaeth Datgelu a Gwahardd cyn penodi i'r swydd hon.

Dyletswyddau a chyfrifoldebau

- cyd-drafod a negodi camau i ddarparu ymyriadau sy'n canolbwyntio ar rieni a phlant, gan gydweithio'n agos â'r gweithwyr proffesiynol allweddol perthnasol i bennu unigolion, aelodau o deuluoedd a/neu grwpiau o rieni priodol a fyddai'n elwa o gael cymorth wedi'i dargedu ar gyfer rhieni neu deuluoedd cyfan (gan gynnwys y rheini lle y nodwyd bod oedi yn natblygiad y plant a/neu eu bod yn cael profiadau niweidiol)
- bydd y Gweithiwr Teuluoedd yn mesur ac yn asesu anghenion unigolion neu deuluoedd i gynllunio ac i ddarparu'r ddarpariaeth neu'r ymyrraeth fwyaf effeithiol a chefnogol iddynt
- arwain a chydgysylltu camau i roi rhaglenni rhianta ac ymyriadau pwrpasol ar waith i gynorthwyo rhieni i ddeall ac i gefnogi datblygiad corfforol, personol, emosiynol a chymdeithasol eu plant. Bydd y rhaglenni a'r ymyriadau hyn yn gwella cydnerthedd teuluoedd ac yn sicrhau eu bod yn llai agored i niwed. Bydd hyn yn cynnwys gweithio'n barhaus mewn ffordd sensitif a darbwyllo i fynd i'r afael ag ymgysylltiad addysgol gwael, allgáu cymdeithasol, ansicrwydd o ran tai, a/neu chwalfa teuluoedd
- creu ymyriadau pwrpasol i gynorthwyo unigolion, rhieni a theuluoedd i feithrin sgiliau ac i fagu hyder i'w cynorthwyo i ymgymryd â thasgau fel cyllidebu, gofal iechyd a hylendid, a threfn y dydd ar yr aelwyd, ynghyd â'u cynorthwyo i ddefnyddio gwasanaethau cyffredinol, ac arwain y gwaith o ddarparu'r ymyriadau hynny. I ddatblygu ac i addasu'r ymyriadau hyn yn barhaus ar gyfer unigolion a theuluoedd, bydd galw am gryn allu i fod yn greadigol ac yn arloesol i ddatrys problemau
- arwain a chydgysylltu darpariaeth rianta wedi'i thargedu a darpariaeth rianta mynediad agored, gan gynnwys Cysylltiadau Teuluol, Helpu Fi i Helpu Ti, Gwnewch Amser i Chi, a'r Blynnyddoedd Rhyfeddol, mewn canolfannau i deuluoedd, ysgolion a chymunedau dynodedig. Bydd y Gweithiwr Teuluoedd yn llunio digwyddiadau, gweithgareddau a phrosiectau yn ei gymuned/chymuned ddynodedig, gan gydweithio'n agos â phartneriaid gwirfoddol a statudol i sicrhau bod y ddarpariaeth yn briodol ac yn addas i'r diben
- bydd y Gweithiwr Teuluoedd yn defnyddio dull sy'n seiliedig ar gryfderau, gan roi egwyddorion y fframwaith Arwyddion Diogelwch ar waith
- bydd y Gweithiwr Teuluoedd yn gweithio'n annibynnol ac fel aelod o dîm i gydgyssylltu agweddau amrywiol ar gymorth i deuluoedd mewn cymunedau dynodedig yng Ngheredigion. Bydd y Gweithiwr Teuluoedd yn cydweithio â gwasanaethau gwirfoddol a statudol i sicrhau bod modd manteisio ar gyfleoedd mewn lleoliadau eraill, a'u rheoli, er budd teuluoedd
- bydd y Gweithiwr Teuluoedd yn cydweithio â gwasanaethau statudol a gwirfoddol i gydgyssylltu cyfleoedd a fydd o fudd i rieni, unigolion, plant a phobl ifanc y pennwyd eu bod yn agored i niwed oherwydd ymgysylltiad addysgol gwael, allgáu cymdeithasol, ansicrwydd o ran tai ac arian, neu effaith profiadau niweidiol yn ystod plentyndod
- bydd y Gweithiwr Teuluoedd yn gyfrifol am arwain a rheoli llwyth achosion o deuluoedd, a bydd yn rhoi strategaethau ar waith ar gyfer unigolion o fewn teuluoedd, naill ai ar sail un i un neu mewn grŵp, gan weithio'n annibynnol ac fel aelod o dîm. Bydd y Gweithiwr Teuluoedd yn gyfrifol am bennu risgiau

ac am ddatrys problemau, gan sicrhau bod teuluoedd o bob cefndir yn ymgysylltu â chymorth ac ymyriadau cadarnhaol

- sicrhau bod rhieni, unigolion a phobl ifanc yn cael mynediad at wasanaethau gwybodaeth a chyngor, yn cael eu cyfeirio at wasanaethau eraill, ac yn cael cymorth dwys pan fo'i angen i sicrhau bod modd iddynt fod yn rhan o Geredigion deg a chyfartal
- ysgwyddo cyfrifoldeb dros ddatblygu a chydgyssylltu cyfleoedd i deuluoedd, rhieni, unigolion, pobl ifanc a phlant, fel y'u diffinnir gan raglenni Llywodraeth Cymru – Teuluoedd yn Gyntaf (2017), Dechrau'n Deg, a Phlant Iach Cymru – a Deddf Gwasanaethau Cymdeithasol a Llesiant (2014), ac yn unol â Chynllun Llesiant Ceredigion (2018), Rhianta yng Nghymru: Canllawiau a Chymorth 2014, a'r Canllaw i'r Safonau Galwedigaethol Cenedlaethol ar gyfer Gofal Cymdeithasol, y Blynyddoedd Cynnar a Gofal Plant
- sicrhau bod systemau monitro cadarn yn cael eu rheoli a'u cwblhau'n broffesiynol i ddarparu tystiolaeth o'r gwaith a wnaed gydag unigolion a theuluoedd yng Ngheredigion i fodloni gofynion lleol, rhanbarthol a chenedlaethol, ac i gofnodi data ansoddol a meintiol am y gwaith hwnnw
- sicrhau bod adroddiadau cyfredol a chywir yn cael eu cadw i ateb gofynion gwasanaethau cymorth cynnar, cymorth ac ymyrraeth, yn unol â deddfwriaeth a pholisïau cyfredol
- bydd angen i'r Gweithiwr Teuluoedd sicrhau bod yr holl weithdrefnau diogelu'n cael eu dilyn yn gymwys ac yn broffesiynol
- sicrhau bod yr holl weithdrefnau iechyd a diogelwch yn cael eu dilyn bob amser. Mae'r Gweithiwr Teuluoedd yn gyfrifol am sicrhau bod yr holl ddarpariaeth yn cael ei chynllunio a'i chydgyssylltu'n ddiogel, gydag asesiadau risg ac adroddiadau cadarn, fel y nodir yn y polisi Iechyd a Diogelwch Cyflogaion
- meddu ar wybodaeth am ddatblygiadau cenedlaethol a lleol perthnasol, ac ymwybyddiaeth ohonynt, i gefnogi camau i roi mentrau ar waith yn briodol er budd teuluoedd yng Ngheredigion
- sicrhau bod y ddarpariaeth yn adlewyrchu anghenion rhieni, unigolion, plant a phobl ifanc drwy ddatblygu systemau ymgynghorol i sicrhau bod llais defnyddwyr y gwasanaeth yn cael ei glywed pan fyddwn yn cynllunio, yn datblygu ac yn gwerthuso gwasanaethau
- arwain a goruchwyllo gwirfoddolwyr a phrentisiaid sy'n defnyddio'r ddarpariaeth i rieni a theuluoedd
- ysgwyddo cyfrifoldeb dros unrhyw gyllideb, yn ôl gofynion y Rheolwr Tîm – Cymorth i Rien i Theuluoedd, yn ogystal â mynd ati i chwilio am gyfleoedd ariannu allanol i wella'r cyfleoedd sydd ar gael i deuluoedd
- cynrychioli'r gwasanaeth mewn cyfarfodydd pwysig yn ôl y gofyn i gynrychioli barn y Gwasanaethau Cymorth i Deuluoedd, a chynorthwyo teuluoedd i gyfrannu'n llwyr at benderfyniadau o ran eu plant
- cynrychioli'r gwasanaeth mewn grwpiau, pwyllgorau a digwyddiadau lleol, rhanbarthol a chenedlaethol, fel y bo'n briodol
- cyfrannu at unrhyw dudalennau gwe a/neu safleoedd cyfryngau cymdeithasol sy'n eiddo i'r Gwasanaethau Ymyrraeth Gynnar, eu diweddarau a'u cynnal, fel y bo'n briodol, gan sicrhau bod gwybodaeth i deuluoedd yn hygyrch

- ymgymryd ag unrhyw ddyletswyddau eraill sy'n berthnasol i'r swydd, yn ôl gofynion y Rheolwr Tîm – Cymorth i Rienï a Theuluoedd, a'r Rheolwr Corfforaethol – Ymyrraeth Gynnar.

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 goruchwyllo a chyrsiau hyfforddi pan fo'n briodol ac yn unol â chyfarwyddyd y Rheolwr Tîm er mwyn datblygu'n bersonol ac yn broffesiynol

Cyfeirnod at Ddibenion Gwerthuso
Swyddi

1307-03

Manyleb Person

Gofynnol		
Cymwysterau Academaidd / Proffesiynol / Technegol / Galwedigaethol	Gradd ym maes gweithio gyda phlant, pobl ifanc a theuluoedd, neu'r gallu i ddangos cymhwysedd drwy brofiad (o leiaf dair blynedd).	
Sgiliau Ieithyddol Cymraeg	Gwrando/Siarad: Lefel 5 Darllen: Lefel 5 Ysgrifennu: Lefel 4	Rhaid cwrdd a'r sgiliau ieithyddol Cymraeg a nodwyd ar apwyntiad
Sgiliau Ieithyddol Saesneg	Gwrando/Siarad: Lefel 5 Darllen: Lefel 5 Ysgrifennu: Lefel 4	Rhaid cwrdd a'r sgiliau ieithyddol Saesneg a nodwyd ar apwyntiad
Sgiliau Ymarferol / Personol	• sgiliau negodi a chyfathrebu rhagorol er mwyn ymgysylltu'n effeithiol â defnyddwyr gwasanaeth, teuluoedd ac asiantaethau sy'n bartneriaid • 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 goruchwyllo 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, 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 (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 cynorthwyo defnyddwyr y gwasanaeth i gymryd rhan mewn gweithgareddau corfforol a gweithgareddau awyr agored • meddu ar y gallu a'r cymhwysedd i weithio mewn lleoliadau teuluol amrywiol, gan gynnwys cartrefi, canolfannau, ysgolion a lleoliadau cymunedol • gallu cynllunio, monitro a gwerthuso'r gwasanaeth a ddarperir i ddiwallu anghenion penodedig plant, unigolion, rhieni a theuluoedd gan ddefnyddio dull sy'n seiliedig ar gryfderau • gallu meithrin a chynnal perthynas broffesiynol â phartneriaid cyflawni a rhanddeiliaid • gallu arwain, cynorthwyo a goruchwyllo staff rhan-amser, gwirfoddolwyr a phrentisiaid • gallu cynllunio a chydgysylltu adnoddau amrywiol a chyllidebau dynodedig, ac ysgwyddo cyfrifoldeb drostynt
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	• gallu adfyfyrio'n feirniadol ar ei (h)ymarfer ei hun, gwneud dewisiadau gwybodus, a rhoi newidiadau cadarnhaol ar waith • gallu hunanwerthuso anghenion dysgu, a mynd ati i chwilio am gyfleoedd dysgu • gallu deall damcaniaethau perthnasol a'u rhoi ar waith, gan gynnwys o ran dysgu a datblygiad plant a rhaglenni rhianta • deall sut i ddatblygu deinameg ryngpersonol a deinameg deuluol gadarnhaol, a phrofiad o weithio'n effeithiol i'w datblygu • gallu gweithio tu allan i oriau swyddfa arferol gyda'r hwyr ac ar benwythnosau. Gall hyn gynnwys gwaith preswyl o bryd i'w gilydd • gallu gyrru, a gallu defnyddio ei gar/char ei hun i gludo defnyddwyr gwasanaeth
Profiad Hanfodol	• profiad o weithio'n uniongyrchol gyda phlant a/neu bobl ifanc a/neu oedolion mewn grwpiau/fel teulu neu ar sail un i un • profiad o gynorthwyo plant, pobl ifanc, rhieni a theuluoedd sy'n agored i niwed neu ag anghenion ychwanegol i wireddu newid mesuradwy cadarnhaol • profiad o waith partneriaeth a gwaith amlasiantaethol • profiad o weithdrefnau amddiffyn a diogelu plant, neu wybodaeth amdanynt • profiad o ddatblygu ac o ddarparu rhaglenni hyfforddiant i grwpiau bach o rieni, pobl ifanc a theuluoedd • profiad o ddatblygu ac o ddefnyddio sianeli cyfryngau cymdeithasol a gwefannau i rannu gwybodaeth, syniadau a safbwyntiau, a gwybodaeth am sut i wneud hynny • profiad o gydweithio'n agos â gweithwyr proffesiynol allanol a rhanddeiliaid allweddol i negodi ac i eirioli ar ran teuluoedd a phobl ifanc er mwyn iddynt gyflawni eu nodau • profiad o roi sylw i'r prif broblemau sy'n effeithio ar fywydau teuluoedd a phobl ifanc heddiw, ac o wireddu newid cadarnhaol • ymwybyddiaeth ragorol o'r gwasanaethau a'r asiantaethau sy'n cynorthwyo teuluoedd a phobl ifanc yng Ngheredigion, a gwybodaeth ragorol amdanynt

	• 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
Hyfforddiant/addysg y mae'n ofynnol eu cyflawni/mynd ati i'w cyflawni ar gyfer y swydd	Parodrwydd i ymgymryd â rhaglen berthnasol o hyfforddiant Datblygiad Proffesiynol Parhaus yn ôl y gofyn Hyfforddiant ym maes ymyriadau teuluol a/neu rianta, fel Cysylltiadau Teuluol neu'r Blynnyddoedd Rhyfeddol.

Dymunol	
Cymwysterau / Hyfforddiant	Profiad o gydgyssylltu ac o ddarparu rhaglenni rhianta sy'n seiliedig ar ymchwil, a gwybodaeth am ddatblygiad plant ar draws yr ystod oedran.
Sgiliau Ymarferol / Personol	Byddai'n ddymunol pe bai ymgeiswyr yn meddu ar yr hyn a ganlyn: • 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 chynnil 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 bolisïau a gweithdrefnau sy'n ymwneud ag

	amddiffyn plant, iechyd, diogelwch a diogeledd, cyfrinachedd, a diogelu data
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Job Description

Post Name	Family Worker
Service	Porth Cymorth Cynnar
Grade	Grade 8
Spinal Point/s	18-22
Salary	£30,559 - £32,654 pro rata
Job Purpose	• 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 • to develop and run interventions that promote good outcomes that will increase safety and resilience of service users • the Family Worker has responsibility to design, develop and coordinate a range of bespoke approaches for individuals, families, children and young people including those who are experiencing challenging situations • the Family Worker will be committed to working to a whole family perspective with responsibility to engage people in opportunities, activities and accredited learning that bring about positive change. This will involve utilising various methods as appropriate to the needs of the whole family, e.g. methods that will enhance skills and knowledge of the physical, personal, emotional and social development of children from childhood to adolescence • the Family Worker will have responsibility for leading, planning, coordinating and delivering interventions and support to a designated age range and community • they will also have responsibility to support the Family Support strategy in providing robust targeted and open access provisions, including group work and holiday programmes, throughout the county and in partnership with key statutory and voluntary stakeholders
Location	Canolfan Integredig Plant Enfys Teifi, Aberteifi.
Hours of Work	37 hours per week
Type of Contract	Full-time
Contract Duration	Temporary

Line Managers Job Title	Team Manager- Parenting and Family Support
Supervisory/Managerial Responsibilities	N/A
Accountability	• to be fully aware and responsible for ensuring that all delivery to children, young people, individuals, parents and families adheres to Ceredigion County Council policies and procedures and any/all other relevant national guidance • to manage the timely collation and analysis of robust statistical data as required by Ceredigion County Council and relevant external agencies • to continuously work using own initiative within the families own home and at allocated site locations throughout the county • to work in line with various external provider health and safety policies and procedures when undertaking any off-site activities (in relation to yourself and that of the individuals or families who you are responsible for
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

Duties and Responsibilities

DUTIES

- liaise and negotiate delivery of parent and child focussed interventions, working closely with the relevant key professionals to identify appropriate individuals, family members and / or groups of parents who would benefit from targeted parent or whole family support (including those where there is identified developmental delay and / or adverse experiences)
- the Family Worker will measure and assess the individual or family needs in order to plan and deliver the most effective and supportive provision or intervention for them
- lead and coordinate delivery of parent programmes and bespoke interventions that will assist parents to understand and support the physical, personal, emotional and social development of their children. These programmes and interventions will enhance family resilience and reduce vulnerabilities. This includes working sensitively and persuasively on an ongoing basis to address poor educational engagement; social exclusion; insecure housing and/or family breakdown
- create and lead delivery of bespoke interventions to assist individuals, parents and families to develop skills and increase confidence to assist them to undertake tasks such as budgeting, healthcare and hygiene, household routines and support engagement with universal services. Developing and modifying these interventions on an ongoing basis for individuals and their families will require a high level of creation and innovation to resolve problems
- lead and coordinate both targeted and open access parenting provision including Family Links, Helping Me Helping You, Take Time for You and Incredible Years in designated Family Centres, Schools and communities. The Family Worker will design events, activities and projects in their designated community working closely with voluntary and statutory partners ensuring that provisions are appropriate, fit-for-purpose
- the Family Worker will reflect a strengths based approach whilst practicing the Signs of Safety principles
- the Family Worker will work independently and as part of a team to coordinate various aspects of family support in designated communities in Ceredigion. The Family Worker will work in partnership with voluntary and statutory services in ensuring that other location-based opportunities can be pursued and managed for the benefit of families
- the Family Worker will work in partnership with statutory and voluntary services to coordinate opportunities that will be of benefit to parents, individuals, children and young people who are identified as vulnerable due to poor educational engagement, social exclusion, insecure housing and finances or the impact of adverse childhood experiences
- the Family Worker will have responsibility for leading and managing a caseload of families and will implement strategies for individuals within the family in either one-to-one or group contexts, working independently and as part of a team. Family Workers will be responsible for identifying risk and problem solving, ensuring families of all backgrounds engage in positive support and intervention

- ensure that parents, individuals and young people receive access to appropriate information and advice services, signposting to other services and intensively assist them where needed to enable them to participate in a Fair and Equal Ceredigion
- to have responsibility for developing and coordinating opportunities for families; parents, individuals, young people and children as defined by Welsh Government's Families First (2017), Flying Start and Healthy Child Wales programmes, Social Services & Wellbeing Act (2014) and in accordance with Ceredigion Wellbeing Plan (2018) Parenting in Wales: Guidance and Support 2014 and National Occupational Standards Guide for Social Care, Early Years & Childcare
- ensure robust monitoring systems are managed and completed professionally in order to evidence and report qualitative and quantitative data of work undertaken with parents individuals, and families in Ceredigion to meet local, regional and national requirements
- ensure up to date and accurate reporting is maintained to meet the requirements of early help, support and intervention services in line with current policy and legislation
- the Family Worker will need to ensure that all safeguarding procedures are adhered to competently and professionally
- ensure that all appropriate Health & Safety procedures and policies are adhered to at all times. The Family Worker has responsibility to ensure that all provision is planned and coordinated safely with robust risk assessment and reporting, as stated in Employee Health and Safety policy
- to have knowledge and awareness of the relevant National and Local developments to support the appropriate implementation of initiatives for the benefit of families in Ceredigion
- ensure provision reflects the needs of parents individuals, children and young people by developing consultative mechanisms to secure the voice of the service user in service planning, development and evaluation
- lead and supervise volunteers and apprentices that engage with parent and family provision
- to have responsibility for any budget as required by the Team Manager- Parenting and Family Support as well as actively seeking external funding opportunities to enhance opportunities for families
- representation at key meetings as and when required to represent the views of family support services and assist families to contribute fully to decision making in regard to their children
- to represent the service at local, regional and national groups, committees and events as appropriate
- To contribute, update and maintain any web pages and / or social media sites owned by Early Intervention Services as appropriate, ensuring information for families is accessible
- Undertake any other duties relevant to the role as required by the Team Manager- Parenting and Family Support and Corporate Manager for Early Intervention

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 1307-03

Person Specification

Essential		
Academic / Professional / Technical / Vocational Qualifications	A degree in working with children, young people and families or an ability to demonstrate competence through experience (at least 3 years)	
Welsh Linguistic Skills	Listening/Speaking: Level 5 Reading: Level 5 Writing Level 4	The Welsh linguistic skills noted are required on 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	• 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 • able to support service users to engage in physical and outdoor activities
Required Experience	• experience of working directly with children and/ or young people and/ or adults in groups/as a family or on a 1-1 basis • experience of supporting children, young people, parents and families with vulnerabilities or additional needs to achieve positive measurable change • experience of partnership and multi-agency working • experience or knowledge of child protection and safeguarding procedures • experience of developing and delivering training programmes to small groups of parents, young people or families • experience and knowledge of developing and using social media and websites to communicate knowledge, ideas and perspectives • experience of working closely with external professionals and key stakeholders in negotiating and advocating on behalf of families and young people to achieve their goals

	• experience of addressing key issues impacting on families and young people's lives today and delivering positive change • an excellent awareness and knowledge of services and agencies that support families and young people in Ceredigion • 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
Training/education required to be undertaken for the post/worked towards	A willingness to undertake a relevant programme of Continued Professional Development as required Training in family and/or parenting interventions such as Family Links or Incredible Years

Desirable	
Qualifications / Training	Experience of coordinating and delivering research based parent programmes and knowledge of child development across the age range
Practical / Personal Skills	It is desirable for candidates to have: • 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 • 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
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