

Disgrifiad Swydd

Teitl y swydd	Gweithiwr Cymorth (Gydol Oes) Lefel 2
Gwasanaeth	Porth Cymorth Cynnar
Gradd	Gradd 6
Cyfeirnod at ddibenion Gwerthuso Swyddi	JD 1485
Cyflog	£25,584 - £26,835 pro rata
Diben y swydd	Gweithio yn y Model Gwasanaethau Integredig Gydol Oes a Llesiant i gynorthwyo â'r gwaith o gynllunio, cefnogi, goruchwyllo a chynnal gweithgareddau penodol a gwaith arall gyda phlant, pobl ifanc, oedolion a'u teuluoedd. Bod yn ymatebol ac yn hyblyg yng ngoleuni anghenion y Model Gwasanaethau Integredig Gydol Oes a Llesiant, gan gynnwys rhoi mesurau atal ac ymyriadau ar waith sy'n hybu canlyniadau da ac a fydd yn gwella diogelwch a chydnerthedd defnyddwyr y gwasanaeth. Bydd deiliad y swydd hon yn gweithio yn rhwch frawddeg tîm-benodol. Pan fo angen, bydd gofyn ichi weithio mewn tîm neu leoliad arall o fewn y Model Gwasanaethau Integredig Gydol Oes a Llesiant.
Lleoliad	Penmorfa, Aberaeron Sir Ceredigion
Oriau gwaith	Amrywiol (yn ôl yr angen)
Math o gytundeb	Achlysurol
Hyd y cytundeb	Parhaol
Teitl swydd y Rheolwr Llinell	Rheolwr Tîm – Gwaith leuenctid Cymunedol ac Atal
Cyfrifoldebau goruchwyllo / rheoli – os ydyw'n berthnasol	Goruchwyllo 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 cyfarpar chwarae
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, ynghyd â gwiriad o'r rhestrau o bobl sydd wedi'u gwahardd rhag gweithio gyda phlant ac oedolion, cyn penodi i'r swydd hon.
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

- cynorthwyo i gyflawni dyletswyddau yn unol â chyfarwyddyd eich rheolwr llinell, gan gynnwys y rhai a nodir mewn cynlluniau gofal a chymorth a'r ddarpariaeth gyffredinol, e.e. clybiau ieuenctid
- cyfrannu at asesiadau i osod sail ar gyfer cynlluniau gofal a chymorth cynorthwyo i ddatblygu ac i weithredu rhaglenni penodol o waith uniongyrchol a rhithiol gyda phlant, pobl ifanc ac oedolion ar sail un i un neu ar sail teulu neu grŵp, gan weithio ochr yn ochr â gweithwyr proffesiynol ac asiantaethau eraill i gefnogi cynlluniau gofal a chymorth unigol a/neu'r ddarpariaeth gyffredinol
- cynorthwyo â datblygiadau gwasanaeth, darpariaethau, rhaglenni a phrosiectau drwy gynnal sesiynau priodol a chynorthwyo defnyddwyr y gwasanaeth yn unol â'r cynlluniau gofal a chymorth ac unrhyw ddogfennau priodol eraill a/neu'r ddarpariaeth gyffredinol
- nodi a rheoli risgiau o ddydd i ddydd i sicrhau bod defnyddwyr y gwasanaeth yn ddiogel, ac adnabod risgiau y mae'n rhaid eu huwchgwyfeirio at y gweithiwr proffesiynol priodol
- bod yn gyfrifol am roi mesurau atal ac ymyriadau ar waith a fydd yn cynorthwyo unigolion â'u lles meddyliol, cymdeithasol a chorfforol, a cheisio gwella eu canlyniadau hirdymor
- gweithio mewn partneriaeth ag unigolion, eu teuluoedd, gofalwyr ac asiantaethau eraill mewn ffordd gyson a rhagweithiol, gan ddefnyddio dull sy'n seiliedig ar gryfderau o dan y fframwaith Arwyddion Diogelwch

- cynorthwyo i roi ar waith y dulliau cymorth y cytunwyd arnynt sy'n berthnasol i'r cynlluniau gofal a chymorth mewn sefyllfaoedd lle mae'r berthynas rhwng pobl yn anodd
- dilyn y cynllun rheoli ymddygiad cadarnhaol unigol y cytunwyd arno, gan ddefnyddio'r technegau a'r adnoddau a amlinellir yn y cynllun gofal a chymorth neu unrhyw gynllun ymyrryd arall
- darparu datganiad tyst ar gyfer achosion cyfreithiol lle bo angen
- cynnal systemau cofnodi cyfredol yn ôl yr angen i ddogfennu eich 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 angen 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 hyrwyddo'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 gwaith partneriaeth effeithiol â chydweithwyr mewnol ac allanol ac asiantaethau eraill
- cydymffurfio â deddfwriaeth a chanllawiau statudol perthnasol, a pholisïau a gweithdrefnau mewnol sy'n ymwneud â materion proffesiynol a gweinyddol
- meddu ar wybodaeth am strategaethau cenedlaethol a lleol perthnasol, gan gynnwys y Strategaeth Integredig Gydol Oes a Llesiant, ac ymwybyddiaeth ohonynt
- mynd i gyfarfodydd tîm, sesiynau goruchwyllo 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	• 5 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	Rhaid bodloni'r sgiliau Cymraeg a nodir cyn pen dwy flynedd ar ôl penodi i'r swydd.
Sgiliau Saesneg	Gwrando/Siarad: Lefel 3 Darllen: Lefel 3 Ysgrifennu: Lefel 3	Rhaid bodloni'r sgiliau Saesneg a nodir pan benodir i'r swydd.
Sgiliau ymarferol a phersonol gofynnol	• mae angen 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 sgiliau da yn y Gymraeg a/neu'r Saesneg ar lafar ac yn ysgrifenedig • ymgymryd â hyfforddiant priodol i gyfrannu at ddatblygiad proffesiynol a meithrin sgiliau • deall swyddogaethau a chyfrifoldebau gwahanol amgylcheddau a disgyblaethau proffesiynol • gweithio'n adeiladol fel aelod o dîm ac o'ch pen a'ch pastwn eich hun • gallu cynorthwyo defnyddwyr gwasanaeth 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 • bod yn ymwybodol o faterion diwylliannol ac ieithyddol • meddu ar sgiliau TG ar draws ystod o systemau ac offer, e.e. cronfa ddata cleientiaid gofal	

	cymdeithasol, e-bost, rhaglenni dysgu ar y Rhyngwrdd, a rhaglenni Microsoft • gallu cyfathrebu'n effeithiol ar lafar ac yn ysgrifenedig, boed wyneb yn wyneb neu drwy ddefnyddio technoleg o bell • gallu rheoli eich amser eich hun, blaenoriaethu llwythi gwaith a gweithio fel aelod o dîm • gallu gweithio'n hyblyg o dan bwysau ac er budd pennaf y sawl a aseswyd, boed yn ddefnyddiwr gwasanaeth neu'n ofalwr • gallu cynorthwyo defnyddwyr 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 meddu ar eich car eich hun i gludo defnyddwyr gwasanaeth • trwydded yrru lawn a pharodrwydd i gael hyfforddiant MIDAS (i yrru bws 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 llunio cofnodion ac adroddiadau cywir, a deall pwysigrwydd cadw mewn cysylltiad â'r rheolwr llinell • asesu risgiau sefyllfaol, a sicrhau bod unigolion yn ddiogel bob amser tra byddwch 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 ichi ymgymryd â'r cyrsiau e-ddysgu gorfodol a ganlyn: • Diogelu Plant ac Oedolion mewn Perygl – Lefel 1 • Trais yn erbyn Menywod, Cam-drin Domestig a Thrais Rhywiol • Chwythu'r Chwiban • Deddf Llesiant Cenedlaethau'r Dyfodol • Cydraddoldeb ac Amrywiaeth • Diogelu Data

	• Ymwybyddiaeth o'r Gymraeg • Iechyd a Diogelwch • Diogelu Gwybodaeth Efallai y bydd gofyn ichi hefyd ymgymryd â hyfforddiant arall sy'n berthnasol i'r swydd hon, fel: • Modiwl Diogelu • 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 magu plant • Dadansoddi a myfyrio mewn asesiadau • Hyfforddiant MIDAS
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Dymunol	
Cymwysterau / hyfforddiant	
Sgiliau ymarferol / personol	Byddai'n ddymunol pe bai ymgeiswyr yn meddu ar y pethau a ganlyn: • cymhwyster QCF3 mewn iechyd a gofal cymdeithasol, neu gymhwyster cyfatebol • cymhwyster mewn disgyblaeth sy'n berthnasol i weithio gyda phlant, pobl ifanc, oedolion a theuluoedd (neu fod yn gweithio tuag ato) • 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 • dealltwriaeth o ddatblygiad plentyn ac o gyflyrau a all effeithio ar oedolion, fel anhwylderau meddwl a dementia • dealltwriaeth o sut i wella llesiant plant ac oedolion

	• gallu paratoi cofnodion achos cryno a chynnil o unrhyw gamau a gymerwyd, a chofnodi'r canlyniadau • gallu cyfrannu ar lafar ac yn ysgrifenedig at asesiadau ac adolygiadau • dealltwriaeth o ddadansoddi a myfyrio yn eich gwaith • gallu gweithio gartref yn effeithiol, gyda mynediad at fand eang cyflym a dibynadwy o ansawdd da. (Dilëwch os nad yw'n berthnasol) • profiad o gynorthwyo oedolion a theuluoedd ag anghenion ychwanegol a/neu gymhleth drwy bolisïau a gweithdrefnau sy'n ymwneud â diogelu, iechyd, diogelwch a diogeledd, cyfrinachedd, a diogelu data
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Job Description

Post Name	Support Worker Level 2 – Planned Care
Service	Porth Cynnal
Grade	Grade 6
Job Evaluation Post Ref	JD 1485
Salary	£25,584 - £26,835 pro rata
Job Purpose	To work in the Through Age and 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 and Wellbeing Integrated Services Model including running preventions & interventions that promote good outcomes and that will increase the safety and resilience of service users. This role will work for service across Porth Cynnal but work will be directed by Planned Care. On occasions where there is a need you will be required to work in another Team or location within the Through Age and Wellbeing Integrated Services Model.
Location	Penmorfa, Aberaeron Various Ceredigion
Hours of Work	Variable (as required)
Type of Contract	Casual
Contract Duration	Permanent
Line Managers Job Title	Team Manager
Supervisory/Managerial Responsibilities	None
Accountability	Responsible for: - I.C.T. equipment, e.g. tablet, mobile phone and/or a laptop - supplies/equipment relevant to the role, e.g. play equipment
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 and Barred Adult and Child Check by the Disclosure and Barring Service (DBS) before appointing to this post.
Overview of the Through Age and 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 • to assist in carrying out duties as directed by your line manager • to contribute to an assessment to inform a care and support plan • to assist in developing and carrying out specific programs of direct and 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 and/ or universal provision • to assist with service developments, provisions, programmes and projects by undertaking appropriate sessions and support for service users in line with the care and support plans and any other appropriate documentation and/ or universal provision • to identify and manage day to day risks 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 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, carers and other agencies in a consistent and proactive way, using a signs of safety strengths based approach • assist with implementing agreed methods of support relevant to the care and support plans where relationships are difficult • follow agreed individualised positive behavior management plan utilising the techniques and resources outline 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	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 must be attained on appointment.
Required 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 and/ 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 - 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 • to assess situational 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 You may also be required to undertake other training relevant to this role such as: • Safeguarding Module • 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: • QCF3 in health and social care or equivalent • a qualification in a discipline which is relevant to working with Children, Young People, Adults and Families (or working towards) • 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 child development and conditions which may affect adults such as mental disorder and 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 with access to good quality reliable broadband speed. (Delete if not applicable) • 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