

Disgrifiad Swydd

Teitl y Swydd	Asesydd er Lles Pennaf
Gwasanaeth	Porth Cynnal
Graddfa	10
Pwynt/iau Cyflog	28 - 30
Cyflog	£39,152 - £40,777 y flwyddyn
Pwrpas y Swydd	Cynnal asesiadau fel Asesydd er Lles Pennaf cymwysedig yn benodol at ddibenion y Trefniadau Diogelu rhag Amddifadu o Ryddid ar ran Cyngor Sir Ceredigion.
Lleoliad Gwaith Cytundebol	Penmorfa, Aberaeron
Oriau Gwaith	37
Math o Gytundeb	Llawn-amser
Hyd y Cytundeb	Parhaol
Teitl swydd y Rheolwr Llinell	Uwch Ymarferydd
Cyfrifoldebau Goruchwyllo / Rheoli	
Atebolrwydd	
Telerau Cytundebol 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.

Cyflawni Gweithredol

- cynnal asesiadau statudol at ddibenion y Trefniadau Diogelu rhag Amddifadu o Ryddid fel Asesydd er Lles Pennaf
- cydymffurfio â'r fframwaith cyfreithiol ar gyfer y Trefniadau Diogelu rhag Amddifadu o Ryddid, y Ddeddf Galluedd Meddyliol, polisïau a gweithdrefnau lleol a rhanbarthol a fframweithiau a chodau rheoleiddio proffesiynol perthnasol
- llunio asesiadau
- llunio asesiadau trylwyr, o ansawdd uchel ac sy'n cydymffurfio'n gyfreithiol ar gyfer y Trefniadau Diogelu rhag Amddifadu o Ryddid, gan fabwysiadu dull sy'n canolbwyntio ar yr unigolyn yn unol â'r codau ymarfer, canllawiau ac amserlenni deddfwriaethol perthnasol
- hyrwyddo safonau proffesiynol uchel a chydymffurfio â'r Ddeddf Galluedd Meddyliol a'r Trefniadau Diogelu rhag Amddifadu o Ryddid er mwyn ymgorffori arferion gorau ar draws y gwasanaethau gofal cymdeithasol a chartrefi gofal. Gwneir hyn drwy roi cyngor ac arweiniad i sicrhau bod egwyddorion y Ddeddf Galluedd Meddyliol yn cael eu deall a'u gweithredu, a bod achosion o amddifadu o ryddid yn cael eu cydnabod a'u trin yn briodol
- gweithio'n agos gyda chydweithwyr cyfreithiol a gweithwyr mewn timau gofal cymdeithasol yn ôl yr angen ar geisiadau i'r Llys Gwarchod ac yn y Llys Gwarchod er mwyn amddiffyn hawliau defnyddwyr gwasanaeth i herio Trefniadau Diogelu rhag Amddifadu o Ryddid
- cynorthwyo'r uwch ymarferwyr, y rheolwr tîm a'r tîm cefnogi busnesau i sicrhau gweithrediad effeithlon y tîm Deddf Galluedd Meddyliol wrth ddarparu gwasanaeth o safon uchel, gan sicrhau arferion gorau a chanlyniadau cadarnhaol ar draws y gwasanaeth cyfan
- meithrin perthnasoedd proffesiynol a chydweithredol â defnyddwyr gwasanaeth, gan fabwysiadu dull sy'n canolbwyntio ar yr unigolyn i sicrhau bod defnyddwyr gwasanaeth, (yn ogystal â gofalwyr, cynrychiolwyr teuluol ac eiriolwyr ffurfiol) yn cael cyfle i gymryd rhan yn y broses cynllunio a gwneud penderfyniadau am eu bywydau eu hunain
- gweithio ar y cyd â thimau proffesiynol eraill a chydweithwyr amlasiantaeth dros ffiniau sefydliadol, i sicrhau bod defnyddwyr gwasanaeth yn derbyn cefnogaeth gydlynol a di-dor i ddiwallu eu hanghenion asesedig
- mynychu a chyfrannu at sesiynau goruchwyllo a gwerthuso gyda'r rheolwr llinell er mwyn datblygu a chynnal ymarfer myfyriol, effeithiol a moesegol
- cynnal gwybodaeth gynhwysfawr o reoliadau, statudau ac arferion, sy'n tanategu ac yn diffinio rôl yr Asesydd er lles pennaf a chyfrifoldebau'r asiantaeth
- cyfrannu at oruchwyllo a hyfforddi myfyrwyr sy'n ymgymryd â chysiau proffesiynol
- darparu neu gymryd rhan mewn hyfforddiant yn seiliedig ar ddiddordeb arbenigol ac arbenigedd lle mae amser a diddordeb yn caniatáu
- mabwysiadu agwedd hyblyg tuag at ddyletswyddau'r swydd, i adlewyrchu anghenion newidiol y gwasanaeth ac amgylchiadau'r gymuned

Sicrhau Ansawdd

- sicrhau bod y gefnogaeth sydd ar waith yn diwallu'r anghenion asesedig
- gwerthuso boddhad y defnyddiwr gwasanaeth â'r gofal a'r gefnogaeth a ddarperir
- cadw cofnodion priodol yn unol â gofynion y Cyngor neu'r Gwasanaeth, gan gynnwys cofnod clir o asesiadau, cynlluniau gofal a darparu gwybodaeth ystadegol.

Cyfrifoldebau Cyffredinol

- hyrwyddo'r Gymraeg a dewisiadau iaith defnyddwyr gwasanaeth yn weithredol, fel sy'n ofynnol gan Safonau'r iaith Gymraeg a'r fframwaith Mwy na Geiriau
- datblygu partneriaethau gwaith effeithiol gyda chydweithwyr mewnol ac allanol ac asiantaethau eraill
- cynnal agwedd hyblyg at batrwm gwaith sy'n adlewyrchu anghenion newidiol y gwasanaeth ac amgylchiadau'r gymuned

- hyrwyddo'r cysyniad "urddas mewn gofal", gan ddiogelu hawliau teuluol gan roi llais a rheolaeth iddynt ac i fod yn ymwybodol o'r polisïau a'r gweithdrefnau Diogelu; cymryd camau priodol i ddiogelu defnyddwyr gwasanaeth
- cydymffurfio â'r ddeddfwriaeth a'r canllawiau statudol perthnasol, a'r polisïau a'r gweithdrefnau mewnol mewn perthynas â materion proffesiynol a gweinyddol
- bydd disgwyl i ddeiliad y swydd fabwysiadu agwedd hyblyg at ddyletswyddau'r swydd. Gellir amrywio'r rhain o bryd i'w gilydd ar ôl trafodaethau â deiliad y swydd ac yn unol ag anghenion y Gwasanaeth ac yn gymesur â graddfa'r swydd
- mynychu cyfarfodydd tîm, sesiynau goruchwyllo a chyrsiau hyfforddi pan fo'n briodol ac yn unol â chyfarwyddyd y Rheolwr Tîm, ar gyfer datblygiad personol a phroffesiynol

Manyleb Person

Gofynnol		
Cymwysterau Academaidd / Proffesiynol / Technegol / Galwedigaethol	Cymhwyster proffesiynol mewn gwaith cymdeithasol, therapi galwedigaethol, nyrsio neu seicoleg. Cymhwyster Asesydd er lles pennaf neu wedi derbyn hyfforddiant Asesydd er lles pennaf.	
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 5 Darllen: Lefel 5 Ysgrifennu: Lefel 5	Rhaid cwrdd a'r sgiliau ieithyddol Saesneg a nodwyd ar apwyntiad
Sgiliau Ymarferol / Personol	Gwybodaeth Ymarferol - bod wedi cofrestru gyda'r corff proffesiynol perthnasol - gwybodaeth a dealltwriaeth gynhwysfawr o'r Ddeddf Galluedd Meddyliol a'r Trefniadau Diogelu rhag Amddifadu o Ryddid ynghyd â'r gallu i gymhwyso'r ddeddfwriaeth hon a'r canllawiau, codau ymarfer, rheoliadau a chyfraith achosion cysylltiedig - profiad o weithio fel Asesydd er Lles Pennaf cymwys gyda defnyddwyr gwasanaeth sy'n byw gyda dementia, anableddau dysgu, ac anghenion iechyd corfforol a meddyliol - gallu gweithio fel Asesydd er Lles Pennaf annibynnol ar ran Ceredigion i wneud penderfyniadau proffesiynol, dadansoddol ac yn seiliedig ar dystiolaeth mewn asesiadau trefniadau diogelu rhag amddifadu o ryddid - gallu cyfathrebu'n dda ag oedolion, plant, pobl ifanc a'u teuluoedd - gallu asesu a dadansoddi gofynion pobl ag anghenion cymhleth - gwybodaeth a dealltwriaeth o ddeddfwriaeth a Rheoliadau allweddol, e.e. Diogelu, y Ddeddf Gwasanaethau Cymdeithasol a Llesiant a'r Mesur Iechyd Meddwl, yn ogystal â'r codau ymarfer sy'n sail i wasanaethau gofal cymdeithasol - dealltwriaeth o'r gweithdrefnau perthnasol wrth weithio gydag oedolion - gweithio o fewn lleoliad amlddisgyblaethol mewn modd agored ond cadarn - cadw cofnodion cywir Nodweddion personol - gweithio mewn modd hyblyg mewn ymateb i ofynion sy'n newid - datblygu sgiliau proffesiynol yn rhagweithiol - ymrwymiad i ddilyn a hyrwyddo ffyrdd corfforaethol y Cyngor o weithio ar draws y model Llesiant Gydol Oes - sgiliau cyfathrebu llafar ac ysgrifenedig da - gallu gweithio dan bwysau ac i derfynau amser tynn	

	• sgiliau TGCh ar draws ystod o systemau ac offer, e.e. cronfa ddata cleientiaid gofal cymdeithasol, e-bost, rhaglenni dysgu ar-lein ac apiau Microsoft • rhaid meddu ar drwydded yrru lawn a gallu teithio ar draws Ceredigion a'r siroedd cyfagos
Profiad Hanfodol	• dwy flynedd o brofiad ar ôl cymhwyso o weithio mewn maes gwasanaeth priodol, gan gynnwys sgiliau/gwybodaeth y gellir eu trosglwyddo • profiad o weithio fel Asesydd er Lles Pennaf ar gyfer trefniadau diogelu rhag amddifadu o ryddid gyda defnyddwyr gwasanaeth sy'n byw gyda dementia, anableddau dysgu ac anghenion iechyd corfforol a meddyliol
Hyfforddiant/addysg y mae'n ofynnol eu cyflawni/mynd ati i'w cyflawni ar gyfer y swydd	• ymrwymiad i gwblhau hyfforddiant achrededig fel Asesydd er Lles Pennaf os nad yw'r cymhwyster eisoes gan y sawl sy'n ymgeisio am y swydd • gofyniad i ymgymryd â hyfforddiant diweddar / gloywi cyfreithiol blynyddol

Dymunol	
Cymwysterau / Hyfforddiant	
Sgiliau Ymarferol / Personol	

Job Description

Post Name	Best Interests Assessor
Service	Porth Cynnal
Grade	10
Spinal Point/s	28 - 30
Salary	£39,152 - £40,777 per annum
Job Purpose	To undertake assessments as a qualified Best Interests Assessor specifically for the purpose of Deprivation of Liberty Safeguards on behalf of Ceredigion County Council.
Contractual Work Location/Base	Penmorfa, Aberaeron
Hours of Work	37
Type of Contract	Full-time
Contract Duration	Permanent
Line Managers Job Title	Senior Practitioner
Supervisory/Managerial Responsibilities	
Accountability	
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.

Duties and Responsibilities

Operational Delivery

- to undertake statutory assessments for the purposes of Deprivation of Liberty Safeguards (DoLS) as a Best Interests Assessor (BIA)
- to comply with the legal framework for DoLS, the Mental Capacity Act 2005 (MCA), local and regional policies and procedures, and relevant professional regulatory frameworks and codes
- to produce thorough, high quality and legally compliant assessments for DoLS, taking a person-centred approach in line with the relevant codes of practice, guidance and legislative timescales
- to promote high professional standards and compliance with the MCA and DoLS to embed best practice throughout social care services and care homes by providing advice and guidance to ensure that the principles of the MCA are understood and applied, and that deprivations of liberty are recognised and acted on appropriately
- to work closely with legal colleagues and workers in social care teams as required on applications to and in the Court of Protection to uphold service users rights to challenge DoLS
- to assist the senior practitioners, team manager and business support to ensure the operational running of the MCA team in the delivery of a high quality service, ensuring best practice and outcomes across the service as a whole
- to build collaborative, professional relationships with service users, taking a person-centred approach to ensure that service users (as well as carers, family representatives and formal advocates) are enabled to participate in planning and decision making regarding their own lives
- to work collaboratively with other professional teams and multi-agency colleagues over organisational boundaries, to ensure service users experience cohesive and seamless support to meet their assessed needs
- to attend and contribute to supervision and appraisal sessions with the line manager to develop and maintain reflective, effective and ethical practice
- to maintain comprehensive knowledge of regulations, statutes and practice, which underpin and define the role of BIAs and the responsibilities of the agency
- to contribute to supervision and training of students from professional courses
- undertake and provide training based on specialist interest and expertise where time and interest allows
- to adopt a flexible attitude to the duties of the post, to reflect the changing needs of the service and the circumstances of the community

Quality Assurance

- ensure that the support in place is meeting assessed needs
- to evaluate the service user's satisfaction with the care and support provided
- maintain appropriate records in accordance with Council or Service requirements, including a clear record of assessments, care plans and the provision of statistical information

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
- maintain a flexible approach to the pattern of work which reflects the changing needs of the service and the circumstances of the community
- promote the concept of "dignity in care", protecting the family 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
- the post holder will be expected to adopt a flexible attitude to the duties of the post. These may be varied from time to time following discussions with the post holder and in keeping with the Service's requirements of the post and commensurate with the grade of the post

- 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 1854-01

Person Specification

Essential		
Academic / Professional / Technical / Vocational Qualifications	Professional qualification in Social Work, Occupational Therapy, Nursing or Psychology. BIA qualification or BIA trained	
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 5 Reading: Level 5 Writing: Level 5	The English linguistic skills noted are required on appointment.
Practical and personal skills	Practical Knowledge • registration with relevant professional body • detailed knowledge, understanding and application the MCA and DoLS legislation and related guidance, codes, regulations and case law • experience of working as a qualified Best Interests Assessor with service users with dementia, learning disabilities and physical and mental health needs • ability to work as an independent BIA on behalf of Ceredigion to make professional, analytical and evidence-based decisions in DoLS assessments • ability to communicate well with adults, children, young people and their families • ability to assess and analyse requirements of people with complex needs; • knowledge and understanding of key legislation and Regulations, • e.g. Safeguarding, SSWBA and Mental Health Measure, as well as the codes of practice underpinning social care services • understanding of relevant procedures in working with adults • working within a multi-disciplinary setting with an open but assertive manner • maintaining accurate records Personal Attributes • works flexibly in response to changing demands • proactively develops professional skills • a commitment to following and promoting the Council's corporate ways of working across the Through Age and Wellbeing model • good verbal and written communication skills • ability to work under pressure and to tight deadlines • IT skills across a range of systems and tools, e.g. social care client database, e-mail, internet based learning programs and Microsoft applications • must hold a full driving licence and be able to travel within Ceredigion and neighbouring counties	

Required Experience	• two year post qualifying experience of working in appropriate area of service, including transferable skills/ knowledge • experience of working as a Best Interests Assessor for DoLS with service users with dementia, learning disabilities and physical and mental health needs
Training/education required to be undertaken for the post/worked towards	• commitment to undertake accredited BIA training if qualification not already held • requirement to undertake annual legal update / refresher training

Desirable	
Qualifications / Training	
Practical / Personal Skills	