

Disgrifiad Swydd

Teitl y Swydd: Uwch-ymarferydd – Tîm Rhianta a Chymorth i Deuluoedd

Graddfa Cyflog: 11 £42,839 - £45,091 y flwyddyn

Penmorfa, Aberaeron

Prif Bwrpas y Swydd:

Cynorthwyo Rheolwr y Tîm i fynd ati i gynnal asesiadau ac i gynllunio, ymyrryd ac adolygu ar sail dull teulu neu rwydwaith cyfan, gan ddefnyddio'r fethodoleg Arwyddion Diogelwch ym mhob rhan o'r gwaith.

Gweithio yn unol â'r ddeddfwriaeth a'r canllawiau statudol ac arfer gorau cyfredol, yn ogystal â pholisïau, gweithdrefnau ac arferion y Cyngor, i hwyluso'r broses o gamu achosion i fyny ac i lawr mewn modd diogel rhwng y Gwasanaethau Ymyrraeth Gynnar a'r Gwasanaethau Statudol.

Mynd ati'n rhagweithiol i ddiogelu'r achosion mwyaf bregus sy'n destun Ymyrraeth Gynnar. Cyflawni gwaith sicrhau ansawdd er mwyn sicrhau bod achosion yn cael eu rheoli mewn ffordd sy'n rhoi sylw priodol i ddeddfwriaeth diogelu a rhoi arweiniad i'r tîm pan fo angen.

Tasgau a Chyfrifoldebau Allweddol:

- goruchwyllo a rheoli'r Cydlynwyr Cymorth i Unigolion, y Gweithwyr Cymorth i Deuluoedd a'r aelodau staff eraill o fewn y tîm
- cadeirio cyfarfodydd amlddisgyblaethol neu fynd iddynt, fel cyfarfodydd y Tîm o Amgylch y Teulu, cyfarfodydd diogelu
- ar y cyd â Rheolwr y Tîm, goruchwyllo a rheoli dyraniad achosion i weithwyr priodol i asesu, cynllunio ac i weithredu fel gweithwyr allweddol, gan oruchwyllo i sicrhau bod cam gweithredu / ymyrraeth amserol ar lefel briodol yn cael ei ddarparu / darparu ar gyfer pob unigolyn sy'n cael ei atgyfeirio at y gwasanaeth a sicrhau bod terfynau amser yn cael eu bodloni
- cyfrannu at y broses ar gyfer gwneud penderfyniadau ynghylch camu achosion i lawr neu i fyny i ddarpariaeth statudol
- monitro a sicrhau ansawdd asesiadau i sicrhau bod y cynlluniau'n diwallu anghenion yr unigolion o fewn y gwasanaeth
- rheoli nifer y cytunir arni o achosion mwy cymhleth o fewn llwyth gwaith Ymyrraeth Gynnar
- cwrdd yn rheolaidd â Rheolwr y Tîm i drafod materion gweithredol a materion cynllunio, mynd ati ar y cyd â Rheolwr y Tîm i reoli adnoddau ac i ddatblygu gwasanaethau a phrosiectau newydd neu rai sy'n bodoli eisoes, ac ysgwyddo cyfrifoldeb dros rai agweddau ar y datblygiadau hynny
- gwneud ymholiadau i ymateb i broses gwyno'r Gwasanaeth
- dangos Datblygiad Proffesiynol Parhaus, gan gynnwys bodloni gofynion Gofal Cymdeithasol Cymru er mwyn cynnal cofrestriad Gweithiwr Cymdeithasol
- rhoi atebion creadigol a chydweithredol ar waith sy'n cyflawni'r safonau perfformiad gorau posibl a nodir ym Model Llesiant Gydol Oes Ceredigion

Gwiriad Gwasanaeth Datgelu a Gwahardd*: DBS Enhanced Adult and Child

Cofrestriad/Aelodaeth Broffesiynol Hanfodol: Social Care Wales

Manyleb Person

Gofynion Hanfodol

Cymwysterau Academaidd / Proffesiynol / Technegol / Galwedigaethol Hanfodol:

Gradd mewn Gwaith Cymdeithasol neu gymhwyster arall cyfatebol

Profiad Hanfodol:

- o leiaf ddwy flynedd o brofiad ar ôl cymhwyso o weithio mewn tîm gofal cymdeithasol
- profiad o gynorthwyo teuluoedd i nodi a mynd i'r afael â'u hanghenion
- profiad o brynu neu o ddarparu gwasanaethau gofal a chymorth o fewn cyllideb a reolir
- profiad o negodi ac o gyd-drafod â sefydliadau statudol, gwirfoddol a phreifat
- profiad o weithio mewn amgylchedd amlddisgyblaethol
- profiad o ddatblygu ac o hyfforddi aelodau staff eraill i ddatblygu eu cymhwysedd proffesiynol
- gwybodaeth drylwyr am y ddeddfwriaeth sy'n berthnasol i weithio gydag unigolion a'u gofalmwyr, a dealltwriaeth drylwyr o'r ddeddfwriaeth honno

Sgiliau ymarferol/personol hanfodol:

Gwybodaeth ymarferol

- cofrestriad gyda Gofal Cymdeithasol Cymru
- rheoli staff i sicrhau bod perfformiad ac ansawdd y gwasanaeth cystal ag y gallant fod yn unol â'r gweithdrefnau Rheoli Perfformiad yn y Gwaith
- gwybodaeth am yr arfer gorau o ran Dulliau Ymyrraeth Gynnar
- gwybodaeth am ddeddfwriaeth a rheoliadau allweddol, a dealltwriaeth ohonynt, e.e. Gweithdrefnau Diogelu Cymru, y Ddeddf Galluedd Meddyliol, y Mesur Iechyd Meddwl, y Ddeddf Gwasanaethau Cymdeithasol a Llesiant, Amddifadu o Ryddid / Trefniadau Diogelu Rhyddid, a Deddfau Plant, ynghyd â'r codau ymarfer sy'n sail i wasanaethau gofal cymdeithasol
- gweithio mewn amgylchedd amlddisgyblaethol mewn ffordd agored ond pendant, a chynrychioli'r gwasanaeth mewn fforymau allanol
- monitro ac adolygu ansawdd y gwasanaeth a ddarperir; cadw cofnodion cywir

Rhinweddau personol

- rhywun sy'n cydweithio â Rheolwr y Tîm, aelodau'r tîm a staff eraill y model Llesiant Gydol Oes i ddarparu gwasanaeth di-dor
- rhywun sy'n gweithio'n hyblyg yn wyneb galwadau sy'n newid
- rhywun sy'n mynd ati i ddatblygu ei sgiliau proffesiynol
- rhywun sy'n ymrwymo i ddilyn ac i hyrwyddo ffyrdd corfforaethol y Cyngor o weithio ar draws y model Llesiant Gydol Oes
- sgiliau cyfathrebu da ar lafar ac yn ysgrifenedig
- rhywun sy'n gallu gweithio o dan bwysau ac yn unol â therfynau amser tynn
- sgiliau TG ar draws systemau ac offer amrywiol, e.e. cronfa ddata cleientiaid gofal cymdeithasol, e-bost, rhaglenni dysgu ar y rhyngwyd, a rhaglenni Microsoft
- rhaid bod gan y sawl a benodir drwydded yrru lawn

Sgiliau Iaith Saesneg:

Rhaid cwrdd a'r sgiliau ieithyddol Cymraeg a nodwyd ar apwyntiad

Gwrando a Siarad:

- **Lefel 3:** Medru deall a chymryd rhan yn y rhan fwyaf o sgysiau arferol o ddydd i ddydd yn y swyddfa. Medru cynnig cyngor i'r cyhoedd ar faterion cyffredinol mewn perthynas a'r swydd, er yn gorfod troi i Saesneg ar gyfer termau technegol neu arbenigol. Medru cyfrannu i gyfarfod neu gyflwyniad ar faterion cyffredinol mewn perthynas a'r swydd, er yn gorfod troi i Saesneg ar gyfer termau technegol neu arbenigol.

Sgiliau Darllen

- **Lefel 3:** Gallu deall y rhan fwyaf o adroddiadau, dogfennau a gohebiaeth y mae'n debygol o ddod ar eu traws yn ystod y gwaith.

Sgiliau Ysgrifennu

- **Lefel 3:** Medru llunio negeseuon ac adroddiadau anffurfiol at ddefnydd mewnol.

Sgiliau Iaith Gymraeg:

Rhaid cwrdd a'r sgiliau ieithyddol Cymraeg a nodwyd o fewn 2 flynedd i'r penodiad

Gwrando a Siarad:

- **Lefel 3:** Medru deall a chymryd rhan yn y rhan fwyaf o sgysiau arferol o ddydd i ddydd yn y swyddfa. Medru cynnig cyngor i'r cyhoedd ar faterion cyffredinol mewn perthynas a'r swydd, er yn gorfod troi i Saesneg ar gyfer termau technegol neu arbenigol. Medru cyfrannu i gyfarfod neu gyflwyniad ar faterion cyffredinol mewn perthynas a'r swydd, er yn gorfod troi i Saesneg ar gyfer termau technegol neu arbenigol.

Sgiliau Darllen

- **Lefel 2:** Gallu deall y rhan fwyaf o adroddiadau byr a chyfarwyddiadau arferol o fewn arbenigedd y gwaith, a bod digon o amser wedi ei ganiatáu.

Sgiliau Ysgrifennu

- **Lefel 2:** Medru llunio neges fer syml ar bapur neu e-bost i gydweithiwr o fewn y Cyngor neu gyswllt cyfarwydd y tu allan i'r Cyngor.

Gofynion Dymunol

Cymwysterau Academaidd / Proffesiynol / Technegol / Galwedigaethol Dymunol:

**Cymwystr rheoli
Profiad Dymunol:**

Sgiliau ymarferol/personol dymunol:

Job Description

Job Title: Senior Practitioner – Parenting and Family Support Team

Pay Grade: 11 £42,839 - £45,091 per annum

Job Evaluation Reference: JD 1860

Penmorfa, Aberaeron

Main Purpose of the Job:

To Support the Team Manager to deliver a whole family or network approach to assessments and planning, intervention and review using signs of safety methodology.

To work within current legislation, statutory and best practice guidelines, as well as Council policies, procedures and practice, in order to step up and down of cases between Early Intervention and Statutory Services.

Take a pro-active role to safeguarding the most vulnerable cases that are subject to Early Interventions. To undertake quality assurance activities to ensure that cases are managed with due regard to safeguarding legislation and to provide direction to the team where required.

Key Tasks and Responsibilities:

- supervise and manage the team's Individual Support Co-ordinators, Family Support Workers and other staff members
- to chair/ attend multi disciplinary meetings, such as Team Around the Family Meetings, safeguarding meetings
- jointly with the Team Manager oversee and manage the allocation of cases to appropriate workers for assessment, planning and key working, overseeing the appropriate level of timely action/ intervention for each individual referral and ensure timescales are met
- to contribute to the decision-making process around stepping cases down from and up to statutory provision
- to monitor and quality assure assessments to ensure that the plans are meeting the needs of the individuals within the service
- to manage an agreed level of more complex cases within an Early Intervention workload
- to regularly meet with the Team Manager to discuss operational and planning issues, and in conjunction with the Team Manager to be involved in the control of resources and development of new and existing services and projects and take responsibility for some aspects of such developments
- to make enquiries in response to the Service's complaints process
- demonstrate Continuous Professional Development including meeting the requirements of Social Care Wales for continued registration as a social worker
- deliver creative and collaborative solutions that achieve the highest possible standards of performance in Ceredigion's Through Age Wellbeing Model

Disclosure and Barring Service Check*: DBS Enhanced Adult and Child

Essential Professional Registration / Membership: Social Care Wales

Person Specification

Essential Requirements

Essential Academic / Professional / Technical / Vocational Qualifications:

Degree in Social Work or other equivalent

Essential experience:

- at least 2 years post-qualifying experience within a social work team
- experience of supporting families to identify and address their needs
- experience of purchasing or providing care and support services within a managed budget
- experience of negotiating and liaising with statutory, voluntary and private organisations
- experience of working within a multi-disciplinary setting
- experience of developing and coaching other staff in order to develop their professional competence
- a thorough knowledge and understanding of legislation relevant to work with individuals and their carers

Essential practical/personal skills:

- registration with Social Care Wales
- managing staff to produce optimum performance and quality of service in line with Managing Performance at Work procedures
- knowledge of best practice in relation to Early Intervention Approaches
- knowledge and understanding of key legislation and Regulations, e.g. Wales Safeguarding Procedures, Mental Capacity Act, Mental Health Measure, SSWBA, Deprivation of Liberty/Liberty Protection Safeguards, and Children's Acts as well as the codes of practice underpinning social care services
- working within a multi-disciplinary setting with an open but assertive manner and representing the Service at external forums
- monitoring and reviewing the quality of service provision; maintaining accurate records

Personal Attributes

- works collaboratively with the Team Manager, team members and other Through Age and Wellbeing model staff to provide a seamless service
- 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

English Language Skills:

The English linguistic skills noted are required on appointment

Listening & Speaking

- **Level 3:** Can understand and participate in most day-to-day non-technical conversations in the office. Can advise the public on general matters within own area of work, but must turn to preferred language for technical or specialist terms. Can contribute to meetings or presentations within own area of work, but must turn to preferred language for technical or specialist terms.

Reading Skills

- **Level 3:** Can understand most reports, documents and correspondence he/she is likely to encounter during his/her work.

Writing Skills

- **Level 3:** Can write informal messages and reports for internal use.

Welsh Language Skills:

The Welsh linguistic skills noted will be required within 2 years of appointment

Listening & Speaking

- **Level 3:** Can understand and participate in most day-to-day non-technical conversations in the office. Can advise the public on general matters within own area of work, but must turn to preferred language for technical or specialist terms. Can contribute to meetings or presentations within own area of work, but must turn to preferred language for technical or specialist terms.

Reading Skills

- **Level 2:** Can understand most short reports and familiar instructions within his/her own area of expertise, provided enough time is given.

Writing Skills

- **Level 2:** Can write a short simple message on paper or by e-mail to a colleague within the Council or a known external contact.

Desirable Requirements

Desirable Academic / Professional / Technical / Vocational Qualifications:

Management Qualification

Desirable experience:

Desirable practical/personal skills: