

Disgrifiad Swydd

Teitl y Swydd: Arweinydd Tîm, Gwasanaeth Gofal Targeddi a Galluogi

Gradd Cyflog: 9

Cyfeirnod Gwerthuso Swydd: JD 1482-01

Prif Bwrpas y Swydd:

Arwain a chydlynu tîm sy'n seiliedig ar ardaloedd sy'n darparu gwasanaethau galluogi tymor byr, pontio, ac ymateb cyflym sy'n hyrwyddo annibyniaeth, yn atal derbyniadau, yn cefnogi rhyddhau o'r ysbyty yn amserol, ac yn cynyddu gwydnwch i'r eithaf. Mae'r rôl yn sicrhau cefnogaeth o ansawdd uchel, sy'n canolbwyntio ar y person, trwy oruchwyliaeth, rheoli perfformiad, a defnyddio staff yn effeithiol.

Tasgau a Chyfrifoldebau Allweddol:

Arweinyddiaeth a Rheolaeth

- Goruchwylio a chefnogi 6–15 o Weithwyr Gofal a Chymorth/Iechyd a Gofal Cymdeithasol rheng flaen (rhan o dîm ehangach o 40–50).
- Dyrannu a monitro gwaith, cydlynu rotâu, rheoli absenoldeb/cyflenwad salwch, a goruchwylio gweithio'n ddiogel ar eich pen eich hun ar draws ardal ddaearyddol fawr.
- Cynnal goruchwyliaethau, gwerthusiadau, rheoli perfformiad rheolaidd, a mynd i'r afael â thanberfformiad.
- Recriwtio, sefydlu, hyfforddi a mentora staff, gan hyrwyddo diwylliant o welliant parhaus.
- Monitro cyllidebau a lleoli staff i sicrhau gwasanaethau cost-effeithiol.

Cyflenwi Gwasanaethau

- Derbyn atgyfeiriadau sy'n dod i mewn, asesu anghenion, gosod nodau ail-alluogi, a chynhyrchu cynlluniau cymorth sy'n canolbwyntio ar y person.
- Cyflenwi ymyriadau tymor byr i wneud y mwyaf o annibyniaeth, gan gefnogi canlyniadau "Cartref yn Gyntaf".
- Cydlynu gofal pontio ar gyfer pecynnau parhaus a chymorth ymateb cyflym i atal derbyniadau a galluogi rhyddhau amserol.
- Gweithredu fel Asesydd Dibynadwy ar gyfer offer lefel isel, gan sicrhau defnydd diogel o dechnoleg gynorthwyol ac offer cymunedol.
- Cysylltu â theluoedd, darparwyr gofal, a thimau amlddisgyblaethol i sicrhau llwybrau cymorth di-dor.
- Monitro ansawdd gwasanaethau, adolygu canlyniadau, a sicrhau cadw cofnodion cywir.

Ansawdd a Pherfformiad

- Sicrhau cydymffurfiaeth â safonau diogelu, iechyd a diogelwch, a safonau proffesiynol (Deddf Gwasanaethau Cymdeithasol a Llesiant, RISCA, Cod SCW).

- Casglu adborth, adolygu canlyniadau, a chyfrannu at ddatblygu gwasanaethau ac adrodd ar ansawdd.
- Hyrwyddo arloesedd, defnydd effeithiol o dechnoleg, a glynu wrth werthoedd a strategaethau'r Cyngor.

Cyffredinol

- Hyrwyddo cydraddoldeb, y Gymraeg, a llais a rheolaeth defnyddwyr gwasanaeth.
- Cyfrannu at gynllunio busnes, rheoli risg, a pharhad busnes.
- Darparu gorchudd brys ar gyfer gofal rheng flaen lle bo angen.

Gwiriad Gwasanaeth Datgelu a Gwahardd*: DBS Enhanced Barred Adult

Cofrestriad/Aelodaeth Broffesiynol Hanfodol: Gofal Cymdeithasol Cymru

Manyleb Person

Gofynion Hanfodol

Galwedigaethol

NVQ 4 / QCF 5 mewn Rheoli Gofal neu barodrydd i weithio o fewn 18 mis

Profiad Hanfodol:

- O leiaf 1 flwyddyn o brofiad goruchwylio/rheoli ym maes iechyd neu ofal cymdeithasol.
- Profiad o atgyfeiriadau, rhestru, cynllunio'r gweithlu a dogfennu.
- Hanes blaenorol o fonitro gwasanaethau, goruchwylio cyllidebau a sicrhau ansawdd.
- Profiad o ddarparu gofal sy'n canolbwyntio ar y person a rheoli newid.

Sgiliau ymarferol/personol hanfodol:

- Dealltwriaeth gref o ailalluogi, diogelu, iechyd a diogelwch, a rheoli risg.
- Gwybodaeth am gyflyrau meddygol, technoleg gynorthwyol, ac anghenion gofalwyr.
- Sgiliau trefnu, datrys problemau, negodi a chyfathrebu rhagorol.
- Cymhwysedd mewn asesiadau, cynllunio cymorth, ysgrifennu adroddiadau, a systemau gofal electronig.
- Y gallu i arwain, ysgogi a datblygu staff, rheoli perfformiad, a gyrru gwelliant parhaus.
- Gwydn, empathig, hyblyg, a hyderus wrth reoli llwythi gwaith cymhleth, cyflym.
- Ymrwymiad i gydraddoldeb, amrywiaeth, a ffyrdd corfforaethol o weithio
- Y gallu i weithio gyda'r nos, penwythnosau a gwyliau banc ar sail rota.
- Trwydded yrru neu'r gallu i deithio i weithio ar draws Ceredigion gyfan gan gynnwys ardaloedd gwledig lle na ellir dibynnu ar drafnidiaeth gyhoeddus.

Sgiliau Iaith Gymraeg:

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.

Sgiliau Iaith Saesneg:

Gwrando a Siarad:

- **Lefel 4:** Medru cyfrannu'n effeithiol mewn cyfarfodydd mewnol ac allanol yng nghydestun y pwnc gwaith. Medru deall gwahaniaethau cywair a thafodiaith. Medru dadlau o blaid ac yn erbyn achos penodol. Medru cadeirio cyfarfodydd ac ateb cwestiynau o'r Gadair yn hyderus. Medru rhoi cyflwyniadau yn rhugl ac yn hyderus yng nghydestun y pwnc gwaith.

Sgiliau Darllen

- **Lefel 4:** Gallu deall gohebiaeth ac adroddiadau wedi'u mynegi mewn iaith safonol.

Sgiliau Ysgrifennu

- **Lefel 4:** Medru llunio gohebiaeth fusnes, adroddiadau byr, negeseuon e-bost a llenyddiaeth hysbysrwydd gyda chymorth golygyddol.
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Gofynion Dymunol

Cymwysterau Academaidd / Proffesiynol / Technegol / Galwedigaethol Dymunol:
Tystysgrif goruchwyllo / rheoli (ee. Lefel 3 ILM).

Profiad Dymunol:

Profiad o weithio mewn tîm aml-ddisgyblaethol a rheol trwy newid.

Sgiliau ymarferol/personol dymunol:

Profiad o hyfforddi a mentora staff.

Job Description

Job Title: Team Leader – Targeted Care & Enablement Service

Pay Grade: 9

Job Evaluation Reference: JD 1482-01

Main Purpose of the Job:

To lead and co-ordinate a patch-based team delivering short-term enablement, bridging, and fast-response care services that promote independence, prevent admission, support timely hospital discharge, and maximise resilience. The role ensures high quality, person-centred support through supervision, performance management, and effective deployment of staff.

Key Tasks & Responsibilities:

Leadership & Management

- Supervise and support 6-15 frontline Care & Support / Health & Social Care Workers (part of a wider team of 40-50).
- Allocate and monitor work, co-ordinate rotas, manage leave / sickness cover, and oversee safe lone working across a large geographical area.
- Conduct regular supervisions, appraisals, performance management, and address underperformance.
- Recruit, induct, train and mentor staff, promoting a culture of continuous improvement.
- Monitor budgets and staff deployment to ensure cost-effective services.

Service Delivery

- Accept referrals, assess needs, set re-ablement goals, and produce person-centred support plans.
- Deliver short-term interventions to maximise independence, supporting 'Home First' outcomes.
- Co-ordinate bridging care for ongoing packages and fast-response support to prevent admission and enable timely discharge.
- Act as Trusted Assessor for low-level equipment, ensuring safe use of assistive technology and community equipment.
- Liaise with families, care providers, and multidisciplinary teams to ensure seamless support pathways.
- Monitor service quality, review outcomes, and ensure accurate record keeping.

Quality & Performance

- Ensure compliance with safeguarding, health and safety, and professional standards (Social Services & Wellbeing Act, RISCA, SCW Code).
- Gather feedback, review outcomes, and contribute to service development and quality reporting.

- Promote innovation, effective use of technology, and adherence to Council values and strategies.

General

- Promote equality, Welsh language, and service-user voice and control.
- Contribute to business planning, risk management and business continuity.
- Provide emergency cover for frontline care where required.

Disclosure & Barring Service Check*: DBS Enhanced Barred Adult

Essential Professional Registration / Membership: Social Care Wales

Person Specification

Essential Requirements

Essential Academic / Professional / Technical / Vocational Qualifications:

NVQ4 / QCF5 in Care Management or willing to work to within 18 months

Essential experience:

- Minimum 1 year supervisory / managerial experience in health or social care.
- Experience in referrals, rostering, workforce planning and documentation.
- Track record in service monitoring, budget oversight and quality assurance.
- Experience in delivering person-centred care and managing change.

Essential practical/personal skills:

- Strong understanding of re-ablement, safeguarding, health and safety and risk management.
- Knowledge of medical conditions, assistive technology and carers' needs.
- Excellent organisational, problem-solving, negotiation and communication skills.
- Competence in assessments, support planning, report writing, and electronic care systems.
- Ability to lead, motivate and develop staff, manage performance and drive continuous improvement.
- Resilient, empathetic, flexible and confident in managing complex, fast-paced workloads.
- Commitment to equality, diversity and corporate ways of working.
- Ability to work evenings, weekends and bank holidays on a rota basis.
- Driving licence or the ability to travel for work across the whole of Ceredigion including rural areas where public transport cannot be relied upon.

English Language Skills:

Listening & Speaking

- **Level 4:** Can contribute effectively to internal and external meetings in the context of the job area. Can understand differences in language and dialect. Can argue for or against a specific case. Can chair meetings and answer questions confidently from the Chair. Can give presentations fluently and confidently in the context of the job area.

Reading Skills

- **Level 4:** Can understand correspondence and reports expressed in standard language.

Writing Skills

- **Level 4:** Can write business correspondence, short reports, e-mail messages and information literature with editorial assistance.

Welsh Language Skills:

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:
Supervisory / Management Certificate (eg. ILM Level 3)

Desirable experience:

Experience of multi-disciplinary team working and management through change.

Desirable practical/personal skills:

Experience in in training / mentoring / coaching staff.