

Disgrifiad Swydd

Teitl y Swydd	Gweithiwr Cymdeithasol dan Hyfforddiant
Gwasanaeth	Meysydd Gwasanaeth Llesiant Gydol Oes
Graddfa	Gradd 7
Pwynt/iau Cyflog	
Pwrpas y Swydd	Cwblhau'n llwyddiannus holl ofynion y radd mewn Gwaith Cymdeithasol a hyfforddiant Cymhwysu ar gyfer Gwaith Cymdeithasol o fewn tymor penodol yr Hyfforddiant Gwaith Cymdeithasol. Ymgymryd neu gynorthwyo ag asesiadau gan ddefnyddio dull teulu cyfan neu rwydwaith a methodoleg arwyddion diogelwch, datblygu a gweithredu cynlluniau gofal a chymorth priodol ac ymyraethau gan ganolbwyntio ar atal o dan oruchwyliaeth a chyda chefnogaeth staff gwaith cymdeithasol cymwysedig
Lleoliad	Yn dibynnu ar leoliad y tîm sy'n croesawu (y tîm cartref), gyda'r disgwyliad o symud i swyddfeydd eraill dros gyfnodau lleoliadau ymarferol
Oriau Gwaith	37 awr yr wythnos
Math o Gytundeb	Llawm-amser
Hyd y Cytundeb	Tymor Penodol - 3 blynedd (efallai cyfnod llai os yw ymgeiswyr llwyddiannus eisoes yn meddu ar fodiwlau gwaith cymdeithasol priodol)
Teitl swydd y Rheolwr Llinell	Rheolwr Tîm y tîm sy'n croesawu
Cyfrifoldebau Goruchwyllo / Rheoli	Dim
	Rheolwr Tîm y tîm sy'n croesawu a'r Addysgwr Ymarfer
Atebolrwydd	Glynu'n llawn wrth Gôd Ymarfer Proffesiynol Gofal Cymdeithasol Cymru a Safonau Galwedigaethol Cenedlaethol ar gyfer gwaith cymdeithasol
Telerau Cytundebol sy'n Gysylltiedig â'r Swydd	Mae diogelu ac amddiffyn oedolion mewn perygl a phlant yn flaenoriaethau allweddol i ni. Ein nod yw cefnogi oedolion mewn perygl, plant a phobl ifanc er mwyn sicrhau eu bod mor ddiogel ag y gallant fod. Rydym yn cydnabod eu hawl i gael eu diogelu a byddant yn cymryd camau i ddiogelu eu lles. Disgwylir i bob aelod o staff a gwirfoddolwr rannu'r ymrwymiad hwn, a bydd arnom angen Gwiriad Manylach gan y Gwasanaeth Datgelu a Gwahardd (DBS), y Swyddfa Cofnodion Troseddol gynt cyn penodi i'r swydd hon.

DYLETSWYDDAU

Gwaith Tîm

- gweithio ar draws timau gofal cymdeithasol i reoli llwyth achosion defnyddwyr y gwasanaeth (oedolion/plant/pobl ifanc) gyda chefnogaeth ac o dan oruchwyliaeth staff cymwysedig
- gweithio mewn partneriaeth gyda staff o asiantaethau eraill e.e. y Sector Iechyd a Gwirfoddol ac ymgymryd â rôl gydgyssylltu lle y bo'n briodol
- mynd i gyfarfodydd amlddisgyblaethol i gynrychioli'r safbwynt gofal cymdeithasol, hybu annibyniaeth, dewis ac ymreolaeth lle y bo'n briodol

Asesiadau a Gweithio gyda Defnyddwyr y Gwasanaeth, Teuluoedd a Gofalwyr

- ymgymryd neu gynorthwyo ag asesiadau ar blant, teuluoedd neu oedolion unigol lle bo gan yr unigolion hynny anghenion cymorth (bydd hyn yn cynnwys defnyddwyr y gwasanaeth a gofalwyr fel ei gilydd) i ddynodi sut y gellir bodloni orau anghenion yr unigolyn/teulu dan sylw, a'u diogelu, drwy wasanaethau ac ymyraethau priodol
- ymgymryd neu gynorthwyo ag asesiadau ar allu i fagu plant mewn teuluoedd a dynodi'r cymorth priodol i fodloni anghenion y rhieni hynny er sicrhau eu bod yn gallu diwallu anghenion eu plant
- cynnig neu helpu i ddynodi ffynhonnell briodol ar gyfer cymorth i rianta neu gefnogaeth i ofalwyr lle bo anghenion dynodedig
- monitro ac adolygu, lle y bo'n briodol, Ran 4 y cynlluniau gofal a chymorth i sicrhau eu bod yn bodloni anghenion yr unigolyn, a'i fod yn gwneud cynnydd
- cymhwyso methodoleg y fframwaith ymarfer Arwyddion Diogelwch i:
 - ymgymryd ag asesiadau prydlon gyda theuluoedd a rhwydweithiau gan ddatblygu, cyflenwi, monitro ac adolygu ymyraethau yn ôl y gofyn i fodloni amserlenni perthnasol
 - cyflenwi gwaith sy'n canolbwyntio ar berson ac ar ddeilliannau gydag unigolion, teuluoedd, gofalwyr, grwpiau a chymunedau sy'n hybu annibyniaeth, lles a chynhwysiant cymdeithasol
- cynorthwyo defnyddwyr y gwasanaeth, teuluoedd a gofalwyr i gyfranogi mewn unrhyw broses asesu a rhoi'r wybodaeth briodol iddynt i'w galluogi i wneud penderfyniadau gwybodus ynghylch y gwasanaethau hynny sydd ar gael
- eiriol ag unigolion, teuluoedd, gofalwyr, grwpiau a chymunedau neu ar eu rhan, neu eu cynorthwyo i gael mynediad at wasanaethau eirioli annibynnol
- lle y bo'n briodol, darparu gwybodaeth a chymorth i unigolion (gan gynnwys y goblygiadau ariannol) i fynd at ddarpariaeth arbenigol a chartrefi gofal
- cyfranogi wrth gwblhau offerynnau asesu priodol a ddefnyddir i bennu lefel yr angen a fydd yn cyfrannu at gynlluniau gofal a chymorth unigolion

Dadansoddi a Barnu

- ymgymryd ag ymholiadau parhaus ac ymateb iddynt; casglu a dadansoddi gwybodaeth a fydd yn llywio penderfyniadau a datblygu barn proffesiynol
- rhagnodi atebion ar gyfer pob angen dynodedig, fel mân offer ac addasiadau sy'n hybu annibyniaeth defnyddwyr y gwasanaeth, rhoi cymorth a seibiannau posib i ofalwyr a mynediad i gymorth i deuluoedd yn y gymuned
- cyfrannu at ddatblygu, cynllunio a rheoli'r adnoddau sydd ar gael i gynorthwyo ymyraethau gofal cymdeithasol a chwblhau dogfennaeth ariannol a chomisiynu lle y bo'n briodol ac yn unol â pholisïau a gweithdrefnau'r gwasanaeth

- llunio a gweithredu Cynlluniau Gofal a Chymorth sy'n canolbwyntio ar y teulu ac ar ddeilliannau ac sy'n ymateb yn hyblyg i anghenion newidiol teuluoedd

Sicrwydd Ansawdd

- sicrhau bod cymorth wedi'i drefnu i fodloni anghenion asesedig
- gwerthuso bodlonrwydd defnyddwyr y gwasanaeth o ran y cymorth a ddarperir
- asesu risgiau mewn modd cadarnhaol a, lle y bo gofyn, datblygu cynlluniau rheoli risgiau wrth weithredu cynllun cefnogi teuluoedd neu reoli cynnydd parhaus
- cynnal cofnodion priodol yn unol â gofynion y Cyngor neu'r Gwasanaeth gan gynnwys cofnod clir o asesiadau, cynlluniau gofal a darpariaeth gwybodaeth ystadegol

Dyletswyddau a chyfrifoldebau academiaidd

- bodloni gofynion mynediad rhaglen radd Gwaith Cymdeithasol y Brifysgol Agored yng Nghymru a chofrestru fel un o fyfyrwyr y Brifysgol Agored o fewn yr amserlen benodol
- cofrestru gyda Gofal Cymdeithasol Cymru fel Gweithiwr Cymdeithasol dan Hyfforddiant
- bodloni holl ofynion rhaglen radd mewn gwaith cymdeithasol y Brifysgol Agored o fewn yr amserlen berthnasol
- paratoi ar gyfer a mynychu'r holl oruchwyliaeth/hyfforddiant/gweithdai/tiwtorialiau a chyfarfodydd gyda Rheolwyr, Mentoriaid, Tiwtoriaid ac Aseswyr Ymarfer
- paratoi aseiniadau academiaidd i fodloni holl ofynion academiaidd a therfynau amser y Brifysgol Agored
- datblygu gwybodaeth am theori ac arfer gwaith cymdeithasol
- bodloni gofynion a lefelau cymhwysedd pob cyfnod a dreulir ar leoliad ymarferol
- mynychu grwpiau cefnogi myfyrwyr
- bod yn rhagweithiol ac yn gyfrifol am fynd i'r afael â'ch anghenion dysgu eich hunan
- bod yn agored i adborth a'i ddefnyddio i ddatblygu medrau academiaidd ac ymarferol

Cyfrifoldebau Cyffredinol

- o dan oruchwyliaeth a chymorth staff cymwysedig, datblygu lefel wybodaeth, dealltwriaeth a sgiliau sy'n angenrheidiol i ddangos cymhwysedd mewn tasgau gwaith cymdeithasol a bodloni'r safonau gofynnol
- hyrwyddo'n weithredol y Gymraeg a'r iaith a ffefrir gan ddefnyddwyr y gwasanaeth yn ôl gofynion safonau'r Gymraeg a fframwaith Mwy na Geiriau
- datblygu partneriaeth waith effeithiol gyda chydweithwyr mewnol ac allanol ac asiantaethau eraill
- hyrwyddo'r cysyniad o 'Urddas mewn Gofal', amddiffyn hawliau'r teulu gan roi llais a rheolaeth iddynt a bod yn ymwybodol o'r polisiau a'r gweithdrefnau; cymryd y camau gweithredu priodol i warchod defnyddwyr y gwasanaeth
- bod yn ymwybodol o Drefniadau Amddiffyn Rhyddid y Cyngor a chynghori awdurdodau rheoli e.e. cartrefi gofal ynghylch sut y gallant wneud atgyfeiriadau priodol mewn sefyllfaoedd lle y gallai amddifadu o ryddid fod yn ffactor
- cadw at ganllawiau a deddfwriaeth statudol perthnasol, polisiau a gweithdrefnau mewnol mewn perthynas â materion gweinyddol a phroffesiynol
- mynd i gyfarfodydd tîm, sesiynau goruchwyllo a chysiau hyfforddiant pan fo'n briodol ac yn ôl cyfarwyddyd y Rheolwr Tîm, ar gyfer datblygiad personol a phroffesiynol

Manyleb Person

Gofynnol		
Cymwysterau Academaidd / Proffesiynol / Technegol / Galwedigaethol	Saesneg a/neu Gymraeg ar lefel TGAU Gradd C neu uwch (neu gyfwerth) 2 Lefel A Gradd C neu uwch (neu gyfwerth) a NVQ Lefel 3 mewn maes pwnc perthnasol (neu gyfwerth)	
Sgiliau Ieithyddol Cymraeg	Gwranddo/Siarad: Lefel 3 Darllen: Lefel 3 Ysgrifennu: Lefel 3	Rhaid cwrdd a'r sgiliau ieithyddol Cymraeg a nodwyd o fewn dwy flynedd i benodiad.
Sgiliau Ieithyddol Saesneg	Gwranddo/Siarad: Lefel 3 Darllen: Lefel 3 Ysgrifennu: Lefel 3	Rhaid cwrdd a'r sgiliau ieithyddol Saesneg a nodwyd ar apwyntiad.
Sgiliau Ymarferol / Personol	Gwybodaeth Ymarferol - dealltwriaeth o waith y gwasanaethau gofal cymdeithasol mewn Awdurdodau Lleol - dealltwriaeth o rôl Tîm Amlddisgyblaethol - gwybodaeth a dealltwriaeth am ddeddfwriaeth allweddol a Rheoliadau, e.e. Diogelu, Deddf Galluedd Meddyliol, Mesur Iechyd Meddwl Deddf Gwasanaethau Cymdeithasol a Llesiant, Diogelwch Amddiffyn Rhyddid a Deddfau Plant yn ogystal â'r codau ymarfer sy'n sail i'r gwasanaethau gofal cymdeithasol. - profiad o ddulliau atal ac ail alluogi sy'n gwella annibyniaeth - profiad o asesu gofal a chynllunio cymorth - dealltwriaeth o anghenion corfforol a seicolegol unigolion bregus a'u gofawyr - gwybodaeth am yr ystod o wasanaethau cyffredinol sydd wedi'u lleoli yn y gymuned, y sector statudol a'r sector gwirfoddol a all roi cymorth i unigolion bregus Nodweddion Personol - y gallu i astudio ar lefel gradd a pharatoi aseiniadau/portffolios academaidd sy'n bodloni gofynion rhaglen radd y Brifysgol Agored mewn Gwaith Cymdeithasol - meddu ar ymwybyddiaeth o faterion diwylliannol a ieithyddol - sgiliau TG ar draws ystod o systemau ac offerynnau e.e. cronfa ddata cleientiaid gofal cymdeithasol, e-bost, rhaglenni addysgu sy'n seiliedig ar y rhyngwrdd a chymwysiadau Microsoft - y gallu i lunio adroddiadau a chynlluniau cymhleth yn unol â'r cyfarwyddyd a roddir	

	• y gallu i gyfathrebu'n effeithiol a chynnal ffiniau a pherthnasau proffesiynol gyda defnyddwyr y gwasanaeth, pobl broffesiynol a chydweithwyr y gallu i gynrychioli'r maes gwasanaeth mewn llysoedd ac mewn gwrandawiaidau ffurfiol, gan allu cyfiawnhau'r penderfyniad a wnaed, yn seiliedig ar asesiad risg a rheoli risg • yn medru meddwl yn resymegol wrth ddatblygu gwasanaethau; teilwra pecynnau cymorth sy'n canolbwyntio ar adferiad at anghenion a llais yr unigolyn • sgiliau da wrth drefnu eich gwaith eich hun gan symud gwaith brys yn ei flaen yn briodol ymysg llwyth achosion cymysg • yn medru rheoli eich amser eich hun, blaenoriaethu llwyth gwaith a gweithio fel aelod o dîm • yn medru gweithio'n hyblyg o dan bwysau ac er budd pennaf y person a asesir, boed hwnnw yn ddefnyddiwr y gwasanaeth neu'n ofalwr
Profiad Hanfodol	Rhaid i ymgeiswyr feddu ar: • y defnydd o gar bob amser er mwyn ymgymryd â dyletswyddau'r swydd • profiad o weithio mewn gyda phlant a/neu bobl hŷn (e.e. mewn lleoliad gofal cymdeithasol) naill ai'n gyflogedig neu'n wirfoddol.
Hyfforddiant/addysg y mae'n ofynnol eu cyflawni/mynd ati i'w cyflawni ar gyfer y swydd	Rhaid cyflawni holl ofynion rhaglen radd mewn Gwaith Cymdeithasol (ymarferol ac academiaidd) o fewn amserlen benodol Bydd angen cwblhau'r holl hyfforddiant a'r rhaglenni e-ddysgu gofynnol sy'n berthnasol i bob aelod o staff y Cyngor
Dymunol	
Cymwysterau / Hyfforddiant	
Sgiliau Ymarferol / Personol	Mae'n ddymunol i ymgeiswyr feddu ar: • brofiad o weithio gyda phlant a phobl hŷn neu bobl ag anabledd • profiad o asesu anghenion plant, teuluoedd ac oedolion • dealltwriaeth o ddatblygiad plentyn • profiad o hybu annibyniaeth unigolyn neu deulu drwy gefnogaeth, eiriolaeth, y defnydd o gyfarpar, technoleg gynorthwyl a/neu arfer dull ailalluogi • profiad o weithio gyda phlant ac oedolion unigol yn eu cartrefi eu hunain, yn y gymuned ac ar sail un-i-un. • y gallu i weithio gartref yn effeithiol â mynediad at gyflymder band eang dibynadwy, o ansawdd

Job Description

Post Name	Trainee Social Worker
Service	Through Age Wellbeing Services
Grade	7
Spinal Point/s	
Job Purpose	To successfully complete all requirements of the Social Work Degree and Social Work Qualifying training within the fixed term of the Social Work Traineeship. To undertake or assist with assessments using a whole family or network approach and signs of safety methodology and to develop and implement appropriate care and support plans and interventions with a focus on prevention under the supervision and with the support of qualified social work staff.
Location	Dependent upon location of host team with expectation of moving office locations for practice placement periods
Hours of Work	37 hours per week
Type of Contract	Full-time
Contract Duration	Fixed Term - 3 years (maybe reduced if successful applicants hold existing relevant social work academic modules)
Line Managers Job Title	Team Manager of host team
Supervisory/Managerial Responsibilities	None
Accountability	Accountable to Team Manager and Practice Educator Adhere fully to SCW Code of Professional Practice and National Occupational Standards for social work
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

Team Working

- work across social care teams to learn how to manage a caseload of service users (adults/children/young people) with the support and under the supervision of qualified staff
- work in partnership with staff from other agencies, e.g. Health and Voluntary Sector and undertake a co-ordinating role where appropriate
- attend multi-disciplinary meetings to represent the social care perspective, promoting independence, choice and autonomy where appropriate

Assessments and Working with Service Users, Families and Carers

- assist with assessments of individual children, families or adults where those individuals have support needs (this will include both individual service users and carers) to identify how the needs of the individual/family can be best met and safeguarded, through appropriate services and interventions
- assist with assessments of parenting capacity within a family and identify the appropriate support to meet the needs of those parents to ensure that they are able to meet the needs of their children
- offer or help identify an appropriate source, for parenting support or support for carers where there is an identified need
- monitor and review where appropriate Part 4 care and support plans, to ensure that they are meeting the needs of the individual and progressing
- apply the methodology of the Signs of Safety practice framework to:
 - contribute to timely assessments across families and networks, developing, delivering, monitoring and reviewing interventions as required to meet relevant timescales
 - deliver person-centered, outcome focused work with individuals, families, carers, groups and communities that promotes independence, wellbeing and social inclusion
- assist service users, families and carers to participate in any assessment processes and provide them with appropriate information to enable them to make informed choices about those services available
- advocate with and on behalf of individuals, families, carers, groups and communities, or assist them to access independent advocacy services
- where appropriate, provide information and support for individuals (including funding implications) to access specialist provision and care homes
- participate in completion of appropriate assessment tools used to determine level of need to inform individuals' care and support plans

Analysis and Judgement

- respond to ongoing enquiries; gathering and analysing information to inform decisions and develop professional judgement
- prescribe solutions, under the supervision and support of qualified staff, for all identified needs such as minor equipment and adaptations that promote service user independence, support and possible breaks for carers and access to community support for families
- contribute to the development, planning and control of resources available to support social care interventions and complete commissioning and financial documentation where appropriate and in accordance with service policies and procedures

- construct and implement, under the supervision and support of qualified social work staff, Care and Support Plans that are family-centered and outcome focused that respond flexibly to changing needs of the family

Quality Assurance

- ensure that the support in place is meeting assessed needs
- to evaluate the service user's satisfaction with the support provided
- learn how to assess risk positively and where necessary develop risk management plans when implementing family support plan or managing ongoing progress
- maintain appropriate records in accordance with Council or Service requirements, including a clear record of assessments, care plans and the provision of statistical information

Academic duties and responsibilities:

- to meet the entry requirements of the Open University in Wales Social Work degree programme and register as an Open University student within the specified timescale
- register with Social Care Wales as a Trainee Social Worker
- to meet all the requirements of Open University social work degree programme within the relevant timescales
- to prepare for and attend all supervision/training/ workshops/tutorials and meetings with Managers, Mentors, Tutors and Practice Assessors
- to prepare academic assignments to meet all Open University academic requirements and deadlines
- to develop knowledge of social work theory and practice
- to meet the requirements and competency levels of all practice placement periods
- to attend student support groups
- to be proactive and responsible in addressing own learning needs
- to be receptive to and utilise feedback to develop both academic and practice skills

General Responsibilities

- under the supervision and support of qualified staff, develop the level of knowledge, understanding and skills required to evidence competence in social work tasks and meet the required standards
- 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
- 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
- be aware of the Council's Liberty Protection Safeguards (LPS) procedures and to advise managing authorities, e.g. care homes of how they can make an appropriate referrals in situations where deprivation of liberty might be a factor
- adhere to relevant statutory legislation and guidance, internal policies and procedures in relation to professional and administrative matters
- to attend team meetings, supervision sessions and training courses when appropriate and as directed by the Team Manager, for personal and professional development

Person Specification

Essential		
Academic / Professional / Technical / Vocational Qualifications	English and/ or Welsh at GCSE at Grade C or above (or equivalent) 2 A Levels Grade C or above (or equivalent) and NVQ Level 3 in a relevant subject area (or equivalent)	
Welsh Linguistic Skills	Listening/Speaking: Level 3 Reading: Level 3 Writing: Level 3	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 are required on appointment.
Practical and personal skills	Practical Knowledge • understanding of the work of the social care services in Local Authorities • understanding the roles of a multi-disciplinary Team • knowledge and understanding of key legislation and Regulations, e.g. Safeguarding, Mental Capacity Act, Mental Health Measure SSWBA, Liberty Protection Safeguards, and Children's Acts as well as the codes of practice underpinning social care services • experience of preventative and reablement approaches that improve independence • experience of care assessment and support planning • understanding of the physical and psychological needs of vulnerable individuals and their carers • knowledge of the range of statutory, voluntary sector and community based universal services that can support vulnerable individuals Personal Attributes • ability to study at degree level and prepare academic assignments/portfolios that meet the requirements of the Open University SW Degree programme • 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 • ability to compile complex reports and plans as directed • able to communicate effectively and maintain professional boundaries and relationships with service users, professionals and colleagues • ability to represent the service area in Courts and at formal hearings and justify decision making based upon risk assessment and risk management	

	• be able to think laterally when developing services; tailoring recovery focused support packages to the individual's needs and voice • organisational skills to arrange own work time taking account of progressing urgent work appropriately within a mixed caseload • 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
Required Experience	Candidates must have: • access to a car at all times to undertake the duties of the post • experience of working with children and/or older people (e.g. within a social care setting) in either paid or voluntary capacity.
Training/education required to be undertaken for the post/worked towards	Must fulfill all requirements of the Social Work Degree programme (practice and academic) within set timescale. Will be required to complete all mandatory training and e-learning programmes relevant to all Council employees
Desirable	
Qualifications / Training	
Practical / Personal Skills	It is desirable for candidates to have: • experience of working with children and older people, or people with a disability • experience of assessing the needs of children, families and adults • an understanding of child development • experience of promoting an individual's or family's independence, through support, advocacy, the use of equipment, assistive technology, and/or using a re-ablement approach • experience of working with individual children and adults in their own homes, in the community and on a one-to-one basis • the ability to work effectively from home, including good quality reliable broadband speed