Disgrifiad Swydd

Teitl y Swydd	Rheolwr Cynorthwyol – Llety Diogel i Blant
Gwasanaeth	Porth Gofal
Graddfa	Graddfa 9
Pwynt/iau Cyflog	24 - 26
Cyflog	£35,412 - £37,280 pro rata
Pwrpas y Swydd	Gweithio yn y Model Gwasanaethau Integredig Gydol Oes a Llesiant i gynorthwyo wrth gynllunio, cefnogi, goruchwylio a gwneud gweithgareddau penodol a gwaith arall gyda phlant, pobl ifanc, oedolion a'u teuluoedd. Bydd y rôl hon yn elfen ganolog o'r ddarparu Llety Diogel i Blant o fewn Ceredigion. Ar hyn o bryd, mae'r ddarpariaeth yn cynnwys tri lleoliad preswyl sy'n cael eu haddasu'n rheolaidd i ddiwallu anghenion y bobl ifanc. Mae'r rôl hon yn cynnwys: • Bod yn ymatebol ac yn hyblyg i anghenion y Model Gwasanaethau Integredig Gydol Oes a Llesiant gan gynnwys datblygu a chynnal ataliadau ac ymyriadau sy'n sicrhau canlyniadau da a fyddai'n cynyddu diogelwch a gwydnwch defnyddwyr gwasanaeth. • Gweithio yn y Gwasanaethau Uniongyrchol, sy'n cynnwys darpariaeth Gofal Preswyl Rheoleiddiedig. • Cefnogi gyda'r broses o drosglwyddo i mewn ac allan o ddarpariaeth gofal preswyl, gan weithio ar y cyd â Gofalwyr Maeth a sefydliadau eraill. • Darparu gofal a chymorth allgymorth o fewn y gymuned. • Darparu gofal a chymorth i blant a phobl ifanc a gwahanol anghenion sydd angen ystod o leoliadau parhaol, tymor byr, seibiant, ac argyfwng mewn lleoliad preswyl. • Darparu cymorth sy'n canolbwyntio ar yr unigolyn i blant a phobl ifanc, er mwyn datblygu a chynnal ystod eang o gyfleoedd sy'n hyrwyddo eu hannibyniaeth. • Ar adegau, pan fo angen, bydd gofyn i chi weithio mewn tîm neu leoliad arall yn y Model Gwasanaethau Integredig Gydol Oes a Llesiant. • Cynorthwyo Rheolwr Cofrestredig i ddarparu gwasanaeth o safon sy'n diwallu anghenion unigol y plant a'r bobl ifanc sy'n byw o fewn y ddarpariaeth breswyl. • Cydweithio â gwasanaethau mewnol ac allanol megis Porth Cymorth Cynnar, Porth Cynnal,

	Iechyd ac Addysg, er mwyn cefnogi'r plentyn a'r person ifanc i gyrraedd eu hamcanion personol. • Gweithio ar rota dreigl a fydd yn cynnwys sifftiau dydd, gyda'r hwyr neu nos. Mae penwythnosau a gwyliau cyhoeddus yn rhan o'r rota dreigl. • Sicrhau bod gweithdrefnau meddyginiaeth gan gynnwys sicrhau ansawdd, gweinyddu a rheoli meddyginiaeth yn cael eu dilyn yn unol â pholisi a gweithdrefn Cyngor Sir Ceredigion.
Lleoliad	Lleoliad: Penmorfa, Aberaeron Cartefi: Dyffryn Aeron, Aberaeron, Aberystwyth
Oriau Gwaith	37 awr yr wythnos
Math o Gytundeb	Llawn-amser
Hyd y Cytundeb	Parhaol
Teitl swydd y Rheolwr Llinell	Rheolwr Cofrestredig – Llety Diogel i Blant
Cyfrifoldebau Goruchwylio / Rheoli	Goruchwylio rolau gweithwyr cymorth y staff
Atebolrwydd	Yn gyfrifol am: • Offer TGCh e.e. tabled, ffôn symudol, a gliniadur a chyflenwadau ac offer sy'n berthnasol i'r rôl e.e. adnoddau diogelwch megis seddi plant. • Ymwybyddiaeth a chyfrifoldeb dros sicrhau fod yr holl ddarpariaeth i bobl ifanc sy'n fregus neu'n agored i niwed yn dilyn polisïau a gweithdrefnau Cyngor Sir Ceredigion. • Gweithio yn unol â'r polisïau a'r gweithdrefnau Iechyd a Diogelwch pan yn cymryd rhan mewn unrhyw weithgaredd o fewn neu'r tu allan i'r safle (sy'n eich cynnwys chi neu'r bobl ifanc yr ydych yn gyfrifol amdanynt). • Cynorthwyo neu ymgymryd â goruchwyliaeth yn ôl yr angen a chynnig cyngor ac anogaeth i staff dan oruchwyliaeth mewn perthynas ag anghenion hyfforddi unigol. • Sicrhau bod yr holl staff yn ymgymryd â hyfforddiant ac yn cwblhau hyfforddiant yn unol â'u hamserlen a'u Cynllun Datblygu Personol. • Codi unrhyw bryderon ynghylch cynnydd neu agwedd aelod unigol o staff gyda'r Rheolwr Cofrestredig. • Sicrhau bod yr holl staff yn ymddwyn yn broffesiynol bob amser. • Annog y diwylliant o hyblygrwydd a gweithio fel rhan o dîm ymhlith y gweithlu a bod yn barod i weithio mewn cartrefi eraill os bydd angen.

Telerau Cytundebol sy'n Gysylltiedig â'r Swydd	Oherwydd natur y gwaith sy'n gysylltiedig â'r swydd hon, mae'r swydd yr ydych yn ymgeisio amdani yn dod o dan Orchymyn Deddf Adsefydlu Troseddwyr 1974 (Eithriadau) 1975 (Wedi Diwygio 2013). Mae gwiriad manwl gan y Gwasanaeth Diogelu a Gwahardd (DBS) yn ofynnol ar gyfer y swydd hon, ac mae'r swydd hon wedi'i diffinio fel gweithgaredd rheoledig o dan Ddeddf Diogelu Grwpiau Ye odd Hyglwyf 2006, fel y'i diwygiwyd gan Ddeddf Diogelu Rhyddid 2012 a bydd yn destun gwiriad i'r rhestr o'r bobl hynny sydd wedi'u gwahardd rhag gweithio gyda phlant. Mae diogelu oedolion sy'n gwynebu risg a phlant yn flaenoriaethau allweddol i ni. Rydym yn cydnabod eu hawl i gael eu hamddiffyn a byddwn yn gweithredu i ddiogelu'r lles. Disgwylir i bob aelod o staff a gwirfoddolwr rannu'r ymrwymiad hwn a byddwn yn gofyn am Wiriad Manylach gan y Gwasanaeth Datgelu a Gwahardd (DBS), sef y Swyddfa Cofnodion Troseddol (CRB) ynghynt, cyn penodi. Mae cofrestru gyda Gofal Cymdeithasol Cymru yn orfodol ar gyfer y swydd hon. Gall uwch reolwyr eich cyfarwyddo i weithio yn unrhyw un o Gartrefi Gofal Preswyl yr Awdurdod Lleol ar fyr rybudd os oes problem o ran darparu gwasanaeth diogel.

Dyletswyddau a Chyfrifoldebau

- Gweithio ar rota dreigl a fydd yn cynnwys sifftiau dydd, gyda'r hwyr, dros nos a phenwythnos.
- Cynorthwyo Rheolwr Cofrestredig i ddarparu gwasanaeth o safon sy'n diwallu anghenion unigol y plant a'r bobl ifanc sy'n byw o fewn y ddarpariaeth breswyl. Cyflawni dyletswyddau eraill o'r fath, sy'n briodol i'r swydd, fel sy'n rhesymol ofynnol.
- Cynorthwyo'r Rheolwr Cofrestredig i oruchwylio pob agwedd ar redeg y cartref o ddydd i ddydd. Bydd hyn yn cynnwys sicrhau bod rotas staffio yn cael eu cynnal a bod lefelau staffio digonol ar waith, gan ystyried salwch staff ac ymrwymiadau gwyliau blynyddol.
- Cymryd rhan mewn trefniadau gweithio rota lle bo hynny'n berthnasol gyda chyfrifoldeb dirprwyedig dros reoli'r system rota.
- Cymryd rhan mewn trefniant 'Ar alwad ac wrth gefn' i gefnogi anghenion y gwasanaeth, plant a'r bobl ifanc.
- Cynorthwyo'r Rheolwr Cofrestredig i recriwtio, sefydlu a hyfforddi staff i sicrhau bod nifer ddigonol o staff cymwys, hyfforddedig, medrus a phrofiadol yn cael eu defnyddio i weithio yn y Cartref Gofal.
- Cynnal tasgau a chyfrifoldebau "gweithiwr allweddol" a goruchwylio staff eraill yn y maes gwaith hwn.
- Sicrhau bod staff yn gwbl ymwybodol o bolisïau, arferion a gweithdrefnau cartrefi plant ac yn darparu goruchwyliaeth a hyfforddiant o ansawdd uchel i'r holl staff er mwyn galluogi dysgu a datblygu parhaus.
- Cefnogi'r Rheolwr Cofrestredig gyda rheoli cyllideb y Cartref Gofal yn ddoeth ac yn unol â pholisïau a gweithdrefnau Cyngor Sir Ceredigion.

- Sicrhau bod y Cartref Gofal yn gweithredu yn unol ag arferion rhyngwladol a chenedlaethol ac yn unol â'r holl ddeddfwriaeth a rheoleiddio perthnasol gan gynnwys Deddf Gwasanaethau Cymdeithasol a Llesiant (Cymru) 2014 a Deddf Rheoleiddio ac Arolygu Gofal Cymdeithasol (Cymru) 2016. I gael y wybodaeth ddiweddaraf am ddatblygiadau a deddfwriaeth newydd mewn ymarfer gofal plant.
- Rheoli ymddygiad unigolion a grwpiau o blant a phobl ifanc yn briodol ac o fewn y canllawiau a osodwyd gan Arolygiaeth Gofal Cymru.
- Sicrhau bod yr holl weithgareddau yn y Cartref yn cael eu cynnal gan roi sylw dyledus i ofynion iechyd a diogelwch gan gynnal asesiadau risg lle bo hynny'n briodol a bod yn gyfrifol am iechyd, diogelwch a lles yr holl staff a phobl ifanc.
- Hyrwyddo, cymryd rhan a sicrhau bod safonau uchel o ofal corfforol, hylendid, diogelwch a lles pob person ifanc yn cael eu darparu.
- Sicrhau amgylchedd cynnes yn y cartref lle gellir cyflawni anghenion emosiynol, cymdeithasol, addysgol, diwylliannol ac ysbrydol pobl ifanc a lle mae gwaith tîm ymhlith staff yn ffynnu.
- Cwblhau archwiliadau amgylcheddol o'r cartref er mwyn cydymffurfio â nhw.
- Cynorthwyo gyda threfnu, gweithredu a gweithredu ar ganllawiau ar gyfer gweinyddu meddyginiaeth fel y bo'n briodol.
- Cynnal cofnodion achos ac ysgrifennu adroddiadau yn unol â gweithdrefnau a sicrhau bod yr holl staff yn cadw cofnodion priodol.
- Cefnogi'r Rheolwr Cofrestredig ar gyfer proses baru'r Cartref. Sicrhau bod cynllunio a pharatoi ar gyfer derbyn a rhyddhau pobl ifanc i'r Cartref yn digwydd, ac i gynorthwyo i asesu anghenion yn ôl yr angen, gan annog pobl ifanc i gymryd rhan yn y broses gynllunio fel y bo'n briodol.
- Gweithio mewn partneriaeth â theuluoedd a gofalwyr plant a phobl ifanc sy'n derbyn gofal yn y cartref i gyflawni nodau ac amcanion cynlluniau gofal a chymorth plant a phobl ifanc. Ar y cyd â chydweithwyr a gweithwyr proffesiynol eraill, i gynorthwyo i lunio cynlluniau unigol ac asesiadau risg ar gyfer pobl ifanc. I drefnu, mynychu a chyfrannu at adolygiadau, cynadleddau achos a chyfarfodydd cynllunio achosion ac unrhyw gyfarfodydd eraill sy'n angenrheidiol.
- I weithio yn unigol pan fo angen yn unol â pholisi gweithio unigol Ceredigion.
- Arsylwi, asesu a monitro iechyd, datblygiad a lles emosiynol plant a phobl ifanc, gan gychwyn ar gamau priodol pan fo angen.
- Trefnu, annog a rhannu gweithgareddau hamdden sy'n diwallu anghenion a dymuniadau'r plant a'r bobl ifanc yn y cartref a sicrhau bod pobl ifanc yn cael eu hannog i ddatblygu sgiliau bywyd, sgiliau cymdeithasol ac annibyniaeth sy'n briodol i'w hoedran, gan ddysgu rheoli eu hymddygiad eu hunain trwy sefydlu perthnasoedd pwrpasol ac adeiladol a modelau rôl briodol.
- Datblygu gwybodaeth a dealltwriaeth weithredol fanwl o'r gymuned leol a'i dylanwadau, adnoddau a chyfleusterau diwylliannol.
- Cymryd rhan weithredol mewn trefniadau datblygu a goruchwylio. Cyflawni dyletswyddau eraill o'r fath, sy'n briodol i'r swydd, fel sy'n rhesymol ofynnol.
- Gweithio o fewn Gofynion Deddf Rheoleiddio ac Arolygu Gofal Cymdeithasol (Cymru) 2016 Arolygiaeth Gofal Cymru.
- Hyrwyddo a sicrhau cyswllt diogel â theulu a ffrindiau a chefnogi ailuno gyda'r teulu fel rhan o gynllun gofal a chymorth y plentyn.
- Cadw at Weithdrefnau Diogelu Cymru Gyfan a'r holl ofynion rheoleiddio ar gyfer cartrefi gofal preswyl plant.
- Mynd i'r afael â pholisïau a threfniadau iechyd a diogelwch mewn modd rhagweithiol i sicrhau bod arferion gwaith diogel o safon uchel yn cael eu cynnal.
- Cefnogi gofynion 'Mwy na geiriau': Fframwaith Strategol ar gyfer Hybu'r Iaith Gymraeg o fewn Gwasanaethau Iechyd, Cymdeithasol a Gofal Cymdeithasol'.

Cyfeirnod at Ddibenion Gwerthuso Swyddi	JD 1557-02

Manyleb Person

<table>
<tr><th colspan="3">Gofynnol</th></tr>
<tr><td>Cymwysterau Academaidd /
Proffesiynol / Technegol / Galwedigaethol</td><td colspan="2">• Diploma Lefel 3 mewn Gwasanaethau Iechyd a Gofal Cymdeithasol (Plant a Phobl Ifanc) yng Nghymru a Gogledd Iwerddon (gan gynnwys cymwysterau blaenorol fel y nodwyd gan Ofal Cymdeithasol Cymru).
• Diploma Lefel 5 mewn Arweinyddiaeth ar gyfer Iechyd a Gofal Cymdeithasol fel y nodir gan Ofal Cymdeithasol Cymru neu i weithio tuag at y cymhwyster perthnasol, gan gwblhau o fewn y 12 mis cyntaf o gyflogaeth.
• Ac ymrwymiad profedig i ddatblygiad proffesiynol parhaus a hyfforddiant.
• Yr ymrwymiad i gofrestru gyda Gofal Cymdeithasol Cymru ar benodiad.</td></tr>
<tr><td>Sgiliau Ieithyddol Cymraeg</td><td>Gwrando/Siarad: Lefel 3
Darllen: Lefel 2
Ysgrifennu: Lefel 2</td><td>Rhaid cwrdd a’r sgiliau ieithyddol Cymraeg a nodwyd o fewn dwy flynedd i benodiad.</td></tr>
<tr><td>Sgiliau Ieithyddol Saesneg</td><td>Gwrando/Siarad: Lefel 5
Darllen: Lefel 5
Ysgrifennu: Lefel 5</td><td>Rhaid cwrdd a’r sgiliau ieithyddol Saesneg a nodwyd ar benodiad.</td></tr>
<tr><td>Sgiliau Ymarferol / Personol</td><td colspan="2">Nodweddion Personol
• Agwedd gref a proffesiynol sy’n canolbwyntio ar y plentyn.
• Ymrwymiad i ddarparu gwasanaethau o ansawdd uchel ac ymdrechu am welliannau parhaus.
• Agwedd hyblyg a hawddgar.
• Brwdfrydig.
• Ymrwymiad cryf i weithio mewn partneriaeth traws-sector.
• Ymrwymiad cryf i weithio gyda phlant, pobl ifanc, teuluoedd a’u gofalwyr, darparwyr gwasanaethau a gweithwyr proffesiynol eraill i hyrwyddo gwasanaethau sy’n canolbwyntio ar ganlyniadau o ansawdd da.
Sgiliau Personol
• Sgiliau cyfathrebu, ysgrifenedig, llafar a clywedol da
• Y gallu i weithio a meddwl yn strategol
• Y gallu i ysgogi unigolion a grwpiau i lwyddo
• Yn gymwys i ddefnyddio pecynnau meddalwedd cyfrifiadurol megis Microsoft, Word, Excel ac e-bost.
Gofynion eraill
• Arsylwi cyfrinachedd bob amser mewn perthynas â’r Cartref a’i bobl ifanc, gan gydnabod bregusrwydd y bobl ifanc.
• Yn barod ac yn gallu gweithio sifftiau ac oriau hyblyg mewn gwahanol leoliadau i ddiwallu anghenion y gwasanaeth.
• Trwydded yrru lawn y DU, neu’r gallu i deithio’n annibynnol, yn hyblyg ac ar fyr rybudd i ddiwallu anghenion y gwasanaeth.
• Ar adegau, efallai y bydd angen i chi hefyd yrru cerbyd llogi neu fws mini.</td></tr>
</table>

Profiad Hanfodol	**Profiad** • Profiad helaeth o oruchwylio neu reoli mewn cartrefi preswyl i blant. • 3 blynedd o brofiad o gynnwys plant, pobl ifanc a'u rheini wrth gynllunio, datblygu a darparu eu gwasanaethau eu hunain. • Profiad o weithio gyda phlant sydd wedi bod mewn gofal. • Profiad o ddatblygu neu wella gwasanaethau o fewn lleoliad Gwasanaethau Plant. **Gwybodaeth** • Gwybodaeth ymarferol o'r ddeddfwriaeth, y fframwaith rheoleiddio a pholisi cyfredol sy'n ymwneud â chofrestru ac arolygu cartrefi plant yng Nghymru yn Neddf Rheoleiddio ac Arolygu Gofal Cymdeithasol (Cymru) 2016. • Gwybodaeth a dealltwriaeth ymarferol o ddeddfwriaeth a pholisi sy'n llywio gwaith Gwasanaethau Plant yng Nghymru. Deddf Gwasanaethau Cymdeithasol a Llesiant (Cymru) 2014. • Gwybodaeth a dealltwriaeth o flaenoriaethau cenedlaethol a lleol sy'n ymwneud â datblygu Gwasanaethau Cymdeithasol Plant. • Gwybodaeth ymarferol o Gonfensiwn y Cenhedloedd Unedig ar Hawliau'r Plentyn. • Gwybodaeth a dealltwriaeth o'r materion allweddol sy'n wynebu plant y mae angen i'r awdurdod lleol eu lletya.
Hyfforddiant/addysg y mae'n ofynnol eu cyflawni/mynd ati i'w cyflawni ar gyfer y swydd	Rhaid i ddeiliad y swydd basio'r cyrsiau e-ddysgu gorfodol hyn: • 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 Iaith Gymraeg • Iechyd a Diogelwch • Diogelwch Gwybodaeth • Atal a Rheoli Heintiau Bydd gofyn i chi gwblhau'r asesiad gyrru MiDAS. Yn ogystal â'r uchod, bydd angen i ddeiliaid y swydd ymgymryd ag isafswm o 90 awr o hyfforddiant dros gyfnod o 3 blynedd. Bydd gofynion hyfforddi/cyfleoedd yn cael eu trafod mewn sesiynau goruchwylio a gall hyfforddiant perthnasol ychwanegol gynnwys: • Hyfforddiant Cynefino Ceredigion • Canlyniadau da i blant sy'n derbyn gofal • Modiwl Diogelu • Codi a Chario • Cymorth Cyntaf • Hylendid Bwyd

	• Gwacáu'r adeilad os bydd tân • Diogelwch Tân • Cyfathrebu Cyflawn • MiDAS • Hyfforddwch yr Hyfforddwr – Hyfforddiant Teithio • Trawma a Phrofiadau Niweidiol yn ystod Plentyndod • Rheoli sefyllfaoedd heriol • Team Teach Lefel 1 a 2 • Gwaith uniongyrchol mewn grwpiau neu 1-1 • Deddf SSWB 2014 – Ymwybyddiaeth gyffredinol • Arwyddion o ddiogelwch a lles • Dadansoddi a myfyrio mewn asesiad Yn ogystal ag unrhyw hyfforddiant arall a nodwyd fel rhan o'r rôl.

Dymunol	
Cymwysterau / Hyfforddiant	• Cymhwyster rheoli prosiectau • Cymhwyster Rheoli Ymddygiad Cadarnhaol ee. TeamTeach Lefel 2 • Ymrwymiad i ymgymryd ag unrhyw gymhwyster sy'n berthnasol i'r swydd hon fel y'i diffinnir.

Job Description

Post Name	Assistant Manager – Children's Safe Accommodation
Service	Porth Gofal
Grade	Grade 9
Spinal Point/s	24 - 26
Salary	£35,412 - £37,280 pro rata
Job Purpose	To work in the Through Age 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. This role will be central element of the Children's Safe Accommodation provision within Ceredigion. The provision currently comprises of three residential settings adapting regularly to meet the needs of the young people. This role includes: • Being responsive and flexible to the needs of the Through Age and Wellbeing Integrated Services Model including developing and running preventions & interventions that promote good outcomes and that will increase the safety and resilience of service users. • Working in the Direct Services, which includes Regulated Residential Care provision. • Supporting with transitioning into and out of residential care provision, working collaboratively with Foster Carers and other organisations. • Providing outreach care and support within the community. • Providing care and support for children and young people with various needs who require a range of permanent, short term, respite and emergency placements within a residential setting. • Provide person centred support to children and young people, to develop and maintain a wide range of opportunities that promote their independence. • On occasions, where there is a need, a requirement to work in another team or location within the Through Age and Wellbeing Integrated Services Model. • Assisting the Registered Manager to provide a quality service that meets the individual needs of the children and young people living within the residential provision. • To work collaboratively with internal and external services e.g. Porth Cymorth Cynnar, Porth Cynnal, Health and Education in supporting the child and young person to meet their individual goals. • Working on a rolling rota that will consist of day, evening or night shifts. Weekends and public holidays are part of the rolling rota. • Ensuring that medication procedures including quality assurance, administration and control of medication is

	followed in accordance with Ceredigion County Councils policy and procedure.
Location	Base: Penmorfa, Aberaeron Accommodation: Dyffryn Aeron, Aberaeron, Aberystwyth
Hours of Work	37 hours per week
Type of Contract	Full-time
Contract Duration	Permanent
Line Managers Job Title	Registered Manager – Children's Safe Accommodation
Supervisory/Managerial Responsibilities	Line Management of staff
Accountability	• Responsibility for I.C.T. equipment e.g., tablet, mobile phone and laptop and supplies and equipment relevant to the role e.g safety resources such as car seats. • Awareness and responsibility for ensuring that all provision for vulnerable young people adheres to Ceredigion County Council's policies and procedures. • Work in accordance with the health and safety policies and procedures when participating in any on and off-site activity (involving you or the young people for which you are responsible). • Assist or undertake supervisions/appraisals as required and offer advice and encouragement to supervised staff with regard to individual training needs. • Ensure that all staff under their supervision undertake and complete training in accordance with their induction training schedule and Personal Development Plan. • Raise any concerns regarding an individual member of staff's progress or attitude with the Registered Manager. • Ensure that all staff act in a professional manner at all times. Encourage the culture of flexibility and team working amongst the workforce and be prepared to work in other homes if required

Contractual Terms Associated with the Post	Because of the nature of the work involved, the post you are applying for is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).This position has a requirement for an Enhanced DBS Check, this position is classed as regulated activity under the Safeguarding of Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012 and will be subject to a check to the list of those people barred from working with children. Safeguarding and protecting adults at risk, children and young people are key priorities for us. 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), formerly CRB before appointing to this post. Registration with Social Care Wales is mandatory for this position. Senior management may direct you to work in any of the Local Authority Residential Care Homes at short notice if there is a safe service issue.

Duties and Responsibilities

- To work on a rota that will consist of day, evening, night and weekend cover.
- To support the Registered Manager with management of the provision in order to ensure that the needs and outcomes of care experienced young people are achieved. To carry out such other duties, appropriate to the post, as may reasonably be required.
- To assist the Registered Manager with the overseeing of all aspects of the day to day running of the home. This will include ensuring staffing rotas are maintained and that adequate staffing levels are in place, taking account of staff sickness and annual leave commitments.
- To participate in rota working arrangements where applicable with delegated responsibility for managing the rota system.
- To participate in an ‘On call and Stand by’ arrangement to support needs of the service and the children and young people.
- To assist the Registered Manager on the recruitment, induction and training of staff to ensure that a sufficient number of suitably qualified, trained, skilled, competent and experienced staff are deployed to work within the Care Home.
- To maintain “key worker” tasks and responsibilities and to supervise the practice of other staff in this area of work.
- To ensure staff are fully aware of the policies, practices and procedures of the children’s home and provide high quality supervision and training for all staff to enable ongoing learning and development.
- To support the Registered Manager with managing the Care Home’s budget with prudence and in keeping with Ceredigion County Council’s policies and procedures
- To ensure the Care Home operates in accordance with international and national best practice and in keeping with all relevant legislation and regulation including the Social Services and Wellbeing (Wales) Act 2014 and Regulation and Inspection of Social Care (Wales) Act 2016. To keep up to date with new developments and legislation in childcare practice.
- To manage the behaviour of individual and groups of children and young people appropriately and within the guidelines laid down by the Care Inspectorate Wales.

- To ensure that all activities within the Home are carried out with due regard to health and safety requirements, undertaking risk assessments where appropriate and being responsible for the health, safety and welfare of all staff and young people.
- To actively promote, participate in and ensure the provision of high standards of physical care, hygiene, safety and welfare of all young people.
- To ensure the provision of a warm accepting environment within the home whereby the emotional, social, educational, cultural and spiritual needs of individual young people can be achieved, and in which team work amongst staff flourishes.
- To complete environmental audits of home to meet compliance.
- To assist with arranging, implementing and acting on guidelines for administration of medication as appropriate.
- To maintain case records and write reports in accordance with procedures and to ensure that all staff maintain appropriate records.
- To support the Registered Manager for the Home's matching process. To ensure that planning and preparation for the admission and discharge of young people to and from the home takes place, and to assist in the assessment of needs as required, encouraging young people to be involved in the planning process as appropriate.
- To work in partnership with families and carers of children and young people looked after in the home in achieving the aims and objectives of the children and young people's care and support plans. In conjunction with colleagues and other professionals, to assist in the formulation of individual plans and risk assessments for young people. To organise, attend and contribute to reviews, case conferences and case planning meetings and any other meetings that are necessary.
- To lone work when required in line with Ceredigion's lone working policy.
- To observe, assess and monitor children and young people's health, development and emotional well-being, initiating appropriate action when necessary.
- To organise, encourage and share in recreational and leisure activities which meet the needs and wishes of the children and young people in the home and to ensure that young people are encouraged to develop life skills, social skills and age-appropriate independence, learning to manage their own behaviour through the establishment of purposeful and constructive relationships and appropriate role modelling.
- To develop detailed working knowledge and understanding of the local community and its cultural influences, resources and facilities.
- To actively participate in own development and supervision arrangements. To carry out such other duties, appropriate to the post, as may reasonably be required.
- To work within Care Inspectorate Wales Regulations and Inspection of Social Care (Wales) Act 2016 Requirements.
- Promote and ensure safe contact with family and friends and support reunification with family as part of the child's care and support plan.
- To adhere to the All Wales Safeguarding Procedures and all regulatory requirements for children's' residential care homes.
- To address health and safety policies and arrangements in a pro-active manner to ensure that a high standard of safe working practices are maintained.
- To actively support the requirements of 'Mwy na geiriau' More than just words: A Strategic Framework for Promoting the Welsh Language in Health, Social Services and Social Care'.

Job Evaluation Post Ref	JD 1557-02

Person Specification

<table>
<tr><th></th><th colspan="2">Essential</th></tr>
<tr><td>Academic / Professional / Technical / Vocational Qualifications</td><td colspan="2">• Level 3 Diploma in Health and Social Care Services (Children and Young People) Wales and Northern Island or a predecessor qualification laid down by Social Care Wales.
• And a Level 5 Diploma in Leadership for Health and Social Care as stipulated by the Social Care Wales or working towards the relevant qualification, completing within the first 12 months of employment.
• And proven commitment to ongoing professional development and training.
• And to be registered as a Social Care Worker with Social Care Wales on employment.</td></tr>
<tr><td>Welsh Linguistic Skills</td><td>Listening/Speaking: Level 3
Reading: Level 2
Writing Level 2</td><td>The Welsh linguistic skills noted must be attained within two years of appointment.</td></tr>
<tr><td>English Linguistic Skills</td><td>Listening/Speaking: Level 5
Reading: Level 5
Writing Level 5</td><td>The English linguistic skills noted are required on appointment</td></tr>
<tr><td>Required Practical and personal skills</td><td colspan="2">Personal Qualities
• A strong child centered approach to professional practice
• Commitment to delivery high quality services and striving for continuous improvements
• A flexible approachable attitude
• Enthusiastic and motivated
• Strong commitment to cross sector partnership working
• Strong commitment to working with children, young people and their families and carers, service providers and other professionals to promote good quality outcome focused services.
Personal skills
• Good communication, written, oral and aural
• Ability to work and think strategically
• Ability to motivate individuals and groups to succeed.
• Competent in using IT Microsoft office software packages, including work, excel and e-mail.
Other requirements
• Observe confidentiality at all times in relation to the Home and its young people.
• Willing and able to work shifts and flexible hours at different locations to meet the needs of the service.
• Full UK Driver’s Licence or the ability to travel independently, flexibly, and at short notice to meet service needs.
• On occasions you may also be required to drive a hire vehicle or minibus.</td></tr>
</table>

Required Experience	**Experience** • Extensive supervisory or managerial experience within residential children's homes • 3 years' experience of involving children, young people and their parents in the planning, development and delivery of their own services. • Experience of working with care experienced children. • Experience of developing or improving services within a Children's Services setting. **Knowledge** • Working knowledge of the current legislation, regulatory and policy framework relating to the registration and inspection of children's homes in Wales Regulation and Inspection of Social Care (Wales) Act 2016. • Working knowledge and understanding of legislation and policy guiding the work of Children's Services in Wales. Social Services and Well-being (Wales) Act 2014. • Knowledge and understanding of current national and local priorities relating to the development of Children's Social Work Services. • Working knowledge of the UN Convention on the Rights of the Child. • Knowledge and understanding of the key issues faced by children who need to be accommodated by the local authority.
Training/education required to be undertaken for the post/worked towards	The role holder must pass these 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** • **Infection Prevention and Control** There will be a requirement for you to complete the MIDAS driving assessment. In addition to the above, the role holder will need to undertake a minimum of 90 hours of training over a 3 year period. Training requirements/opportunities will be discussed in Supervision sessions and additional relevant training may include: • Ceredigion Induction Training • Good outcomes for looked after children • Safeguarding Module • Manual Handling • First Aid • Food Hygiene • Fire Evacuation • Fire Safety • Total Communication • MIDAS

	• Train the Trainer – Travel Training • Trauma and Adverse Childhood Experiences • Managing challenging situations • Team Teach Level 1 & 2 • Direct Work in groups or 1-1 • SSWB Act 2014 – General awareness • Signs of Safety and Well-being • Analysis and reflection in assessment Plus, any other training identified as part of the role.

Desirable	
Qualifications / Training	• A project management qualification • Positive Behaviour Management Qualification eg. TeamTeach Level 2 • A commitment to undertaking any qualification relevant to this post as defined.