# Disgrifiad Swydd

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| Teitl y swydd | Gweithiwr Cymdeithasol (Newydd Gymhwyso) - Gwasanaeth Dyletswydd Diogelu Integredig ac Asesu (plentyn) |
| Gwasanaeth | Porth Gofal |
| Gradd | Gradd 9 (newydd gymhwyso) |
| Cyfeirnod at ddibenion Gwerthuso Swyddi | JD 1481 |
| Cyflog | £35,412 - £37,280 |
| Diben y swydd | Ymgymryd â dyletswyddau statudol o dan Ran 4 a Rhan 6 o'r Ddeddf Gwasanaethau Cymdeithasol a Llesiant a deddfwriaeth bwysig arall ym maes gofal cymdeithasol o ran asesu, cynorthwyo a diogelu plant ac oedolion y mae angen gofal a chymorth arnynt neu sydd mewn perygl o niwed drwy gynorthwyo unigolion a'u teuluoedd neu'u rhwydweithiau i ddatrys anawsterau mawr, gan wella eu sgiliau ymdopi a gosod sail iddynt fod yn annibynnol ac yn gydnerth.<br><br>Gweithio yn unol â'r ddeddfwriaeth a'r canllawiau statudol cyfredol, yn ogystal â pholisïau, gweithdrefnau ac arferion y Cyngor, i asesu, i gomisiynu ac i adolygu gwasanaethau cymorth ac ymyriadau wedi'u cynllunio ar gyfer y rheini sydd mewn perygl neu sy'n agored i niwed.<br><br>Cydweithio â chymheiriaid yn y sector statudol a'r sector annibynnol i sicrhau ansawdd y gwasanaeth, i sicrhau bod dull amlasiantaethol yn cael ei ddefnyddio, ac i rymuso defnyddwyr gwasanaethau i siarad drostynt eu hunain, gan sicrhau ar yr un pryd eu bod yn ddiogel ac yn cael eu hamddiffyn. |
| Lleoliad | Penmorfa, Aberaeron |
| Oriau gwaith | 37 |
| Math o gontract | Llawn-amser |
| Hyd y contract | Parhaol |
| Teitl swydd y Rheolwr Llinell | Uwch-ymarferydd – Brysbennu Integredig |
| Cyfrifoldebau goruchwylio/rheoli | |
| Atebolrwydd | |
| Y telerau contractiol sy'n gysylltiedig â'r swydd | Diogelu ac amddiffyn oedolion a phlant sydd mewn perygl yw'n prif flaenoriaethau ni. Ein nod yw cynorthwyo oedolion, plant a phobl ifanc sydd mewn perygl i sicrhau eu bod mor ddiogel ag y |

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| | gallant fod. Rydym yn cydnabod eu hawl i gael eu hamddiffyn a byddwn yn gweithredu i ddiogelu eu lles a'u llesiant. Disgwylir i bob aelod staff a gwirfoddolwr rannu'r ymrwymiad hwn, a bydd gofyn cael gwiriad manylach gan y Gwasanaeth Datgelu a Gwahardd cyn penodi i'r swydd hon. |
| Trosolwg ar y Model Gwasanaethau Integredig Gydol Oes a Llesiant | Mae'r Model Gwasanaethau Integredig Gydol Oes a Llesiant yn ffordd newydd o ddiwallu anghenion pobl drwy sicrhau bod y bobl iawn yn eu lle i wneud y penderfyniadau iawn ar yr adeg iawn.<br><br>Bydd y Model Gwasanaethau Integredig Gydol Oes a Llesiant:<br>• yn fan cyswllt cyntaf ar gyfer preswylwyr a phartneriaid allweddol<br>• yn llunio ac yn darparu pecynnau atal ac ymyrraeth gynnar pwrpasol i ddiwallu anghenion unigolion<br>• yn pennu'r gwasanaethau mwyaf priodol i ddarparu cymorth yn brydlon<br>• yn monitro ac yn gwerthuso effaith y cymorth |

Dyletswyddau a chyfrifoldebau

**DYLETSWYDDAU**
**Cyflawni gweithrediadau**

- Cynorthwyo unigolion a theuluoedd i ymdopi â materion sy'n peri anawsterau iddynt o ran byw o ddydd i ddydd.
- Gwneud ymholiadau, neu gyfrannu atynt, ac ymyrryd lle bo angen i amddiffyn y rheini sy'n agored i niwed neu sydd mewn perygl o niwed sylweddol. Gall hyn gynnwys cynnal ymchwiliadau Adran 47, ymchwiliadau ar y cyd/cyfweliadau Sicrhau'r Dystiolaeth Orau, ac ymchwiliadau Adran 126.
- Sicrhau bod plant ac oedolion yn ddiogel drwy ddefnyddio prosesau llys lle bo angen.
- Darparu datganiadau ac adroddiadau i lys pan fo angen.
- Cydweithio ag unigolion, a gweithwyr proffesiynol ac asiantaethau eraill, o fewn y model Arwyddion Diogelwch.
- Hybu hunan-dyb a hawliau unigolion er mwyn iddynt allu gwneud penderfyniadau clir amdanynt eu hunain a'u heffaith bosibl ar eraill, fel teulu, ffrindiau, ac ati.
- Darparu gwybodaeth a chyngor er mwyn i unigolion neu deuluoedd allu gwneud dewisiadau sy'n berthnasol i'w hamgylchiadau cymdeithasol, a bod yn eiriolwr ar ran defnyddwyr gwasanaeth a gofalwyr pan fo hyn yn berthnasol i amcanion y gwasanaeth, cynlluniau gofal, ac ati.
- Gyda chymorth staff uwch/cymwysedig, gweithio yn unol â gofynion statudol a chyfreithiol o ran cynllunio gofal, ac yn unol â'r fframweithiau a nodir ym mholisïau a gweithdrefnau'r asiantaeth, yn ogystal â'r Ddeddf Gwasanaethau Cymdeithasol a Llesiant a Gweithdrefnau Diogelu Cymru.
- Cynnal cyfarfodydd Budd Pennaf, a gwneud penderfyniadau fel y'u diffinnir gan y Ddeddf Galluedd Meddyliol. Sicrhau hefyd fod y cyfrifoldeb statudol dros y Trefniadau Amddiffyn Rhyddid yn cael ei fodloni yn y broses asesu.
- Asesu ac adolygu amgylchiadau unigolion, a mynd ati ar y cyd i baratoi cynlluniau gofal a chymorth a chynlluniau amddiffyn priodol o dan Ran 4 a Rhan 6 o'r Ddeddf.
- Cyfrannu at ddatblygu, cynllunio a rheoli adnoddau. Sicrhau ei fod/bod yn meddu ar wybodaeth gynhwysfawr o hyd am reoliadau, statudau ac arferion sy'n gosod sail ar gyfer rôl gweithwyr cymdeithasol a chyfrifoldebau'r asiantaeth, ac yn diffinio'r pethau hynny.
- Cychwyn, meithrin a chynnal perthynas waith agos ag asiantaethau eraill, a gweithio mewn tîm amlddisgyblaethol pan fo angen.
- Ymgymryd â hyfforddiant sy'n seiliedig ar feysydd diddordeb ac arbenigedd pan fo amser a diddordeb yn caniatáu, a darparu hyfforddiant o'r fath.

- Mabwysiadu agwedd hyblyg tuag at ddyletswyddau'r swydd yng ngoleuni anghenion newidiol y gwasanaeth ac amgylchiadau'r gymuned.
- Mynd i gyfarfodydd goruchwylio rheolaidd â'r rheolwr llinell.

**Sicrhau ansawdd**

- Sicrhau bod y cymorth a ddarparwyd yn diwallu'r anghenion a aseswyd.
- Gwerthuso bodlonrwydd defnyddwyr y gwasanaeth â'r gofal a'r cymorth a ddarparwyd iddynt.
- Asesu risg mewn ffordd gadarnhaol a mynd ati, gyda chymorth uwch-aelodau'r tîm/staff cymwysedig, i baratoi cynlluniau rheoli risgiau a diogelu pan fydd yn rhoi cynlluniau ar waith i gynorthwyo teuluoedd neu unigolion neu'n rheoli cynnydd parhaus.
- Cadw cofnodion priodol yn unol â gofynion y Cyngor neu'r Gwasanaeth, gan gynnwys cadw cofnod clir o asesiadau a chynlluniau gofal, a darparu gwybodaeth ystadegol.

**Cyfrifoldebau cyffredinol**

- O dan arweiniad a gyda chymorth staff cymwysedig, meithrin yr wybodaeth, y ddealltwriaeth a'r sgiliau sy'n ofynnol i ddangos cymhwysedd o ran tasgau gwaith cymdeithasol ac i fodloni'r safonau gofynnol.
- Mynd ati i hybu'r Gymraeg a dewisiadau iaith defnyddwyr y gwasanaeth fel sy'n ofynnol gan Safonau'r Gymraeg a fframwaith Mwy na Geiriau.
- Meithrin perthynas waith effeithiol â chydweithwyr mewnol ac allanol ac asiantaethau eraill.
- Cynnal agwedd hyblyg tuag batrwm y gwaith yng ngoleuni anghenion newidiol y gwasanaeth ac amgylchiadau'r gymuned.
- Hybu'r cysyniad o "urddas mewn gofal", amddiffyn hawliau teuluoedd gan roi llais a rheolaeth iddynt, a sicrhau ei fod/bod yn gwybod am bolisïau a gweithdrefnau diogelu; cymryd camau priodol i amddiffyn defnyddwyr y gwasanaeth.
- Gwybod am weithdrefnau Trefniadau Amddiffyn Rhyddid y Cyngor, a rhoi cyngor i'r awdurdodau rheoli, e.e. cartrefi gofal, o ran sut y gallant wneud atgyfeiriadau priodol mewn sefyllfaoedd lle y gall fod angen amddifadu rhywun o'i ryddid.
- Ymlynu wrth ddeddfwriaeth a chanllawiau statudol perthnasol, a pholisïau a gweithdrefnau mewnol o ran materion proffesiynol a gweinyddol.
- Bydd disgwyl bod gan ddeiliad y swydd agwedd hyblyg tuag at ddyletswyddau'r swydd. Gall y rhain newid o bryd i'w gilydd, ar ôl trafod â deiliad y swydd, yn ôl anghenion y Gwasanaeth ac yn unol â gradd y swydd.
- Mynd i gyfarfodydd tîm, sesiynau goruchwylio a chyrsiau hyfforddi pan fo'n briodol ac yn unol â chyfarwyddyd y Rheolwr Tîm er mwyn datblygu'n bersonol ac yn broffesiynol.

# Manyleb Person

| Hanfodol | | |
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| Cymwysterau academaidd / proffesiynol / technegol / galwedigaethol | Gradd mewn Gwaith Cymdeithasol neu gymhwyster arall cyfatebol | |
| Sgiliau Cymraeg | Gwrando/Siarad: **Lefel 3**<br>Darllen: **Lefel 2**<br>Ysgrifennu **Lefel 2** | Bydd yn ofynnol i ddeiliad y swydd feddu ar y sgiliau Cymraeg a nodir o fewn dwy flynedd i benodiad. |
| Sgiliau Saesneg | Gwrando/Siarad: **Lefel 3**<br>Darllen: **Lefel 3**<br>Ysgrifennu **Lefel3** | Bydd yn ofynnol i ddeiliad y swydd feddu ar y sgiliau Saesneg a nodir ar benodiad. |
| Sgiliau ymarferol a phersonol gofynnol | **Gwybodaeth ymarferol**<br>• Cofrestriad gyda Gofal Cymdeithasol Cymru<br>• Gallu cyfathrebu'n dda ag oedolion, plant, pobl ifanc a'u teuluoedd<br>• Gallu asesu a dadansoddi gofynion pobl ag anghenion cymhleth; llunio cynlluniau gofal costeffeithiol y gall fod angen darpariaeth amlasiantaethol i'w rhoi ar waith<br>• Gwybodaeth am ddeddfwriaeth a rheoliadau allweddol, a dealltwriaeth ohonynt, e.e. Diogelu, y Ddeddf Galluedd Meddyliol, y Ddeddf Gwasanaethau Cymdeithasol a Llesiant, y Mesur Iechyd Meddwl, Amddifadu o Ryddid / Trefniadau Amddiffyn Rhyddid, a Deddfau Plant, ynghyd â'r codau ymarfer sy'n sail i wasanaethau gofal cymdeithasol<br>• Deall y gweithdrefnau sy'n berthnasol i weithio gydag oedolion a phlant<br>• Gweithio mewn amgylchedd amlddisgyblaethol mewn ffordd agored ond pendant<br>• Cadw cofnodion cywir<br><br>**Rhinweddau personol**<br>• Rhywun sy'n gweithio'n hyblyg yn wyneb galwadau sy'n newid<br>• Rhywun sy'n mynd ati i ddatblygu sgiliau proffesiynol<br>• Rhywun sy'n ymrwymo i ddilyn ac i hyrwyddo ffyrdd corfforaethol y Cyngor o weithio ar draws y model Gydol Oes a Llesiant<br>• Sgiliau cyfathrebu da ar lafar ac yn ysgrifenedig<br>• Sgiliau TG ar draws systemau ac offer amrywiol, e.e. cronfa ddata cleientiaid gofal cymdeithasol, e-bost, rhaglenni dysgu ar y Rhyngrwyd, a rhaglenni Microsoft<br>• Rhywun sy'n gallu gweithio o dan bwysau ac yn unol â therfynau amser tynn<br>• Trwydded yrru lawn y DU, neu'r gallu i deithio'n annibynnol, yn hyblyg ac ar fyr rybudd i ddiwallu anghenion y gwasanaeth. | |
| Profiad gofynnol | Rhaid bod gan ymgeiswyr:<br>• brofiad o feithrin perthynas waith dda â defnyddwyr gwasanaethau<br>• profiad o weithio amlasiantaethol | |

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| | • gwybodaeth drylwyr am y ddeddfwriaeth sy’n berthnasol i weithio gydag unigolion a’u teuluoedd, a dealltwriaeth drylwyr o’r ddeddfwriaeth honno |
| Hyfforddiant / addysg y mae’n ofynnol eu cyflawni / mynd ati i’w cyflawni ar gyfr y swydd | • Addysg a Dysgu Proffesiynol Parhaus: Y Tair Blynedd Gyntaf o Ymarfer<br>• Ymchwilio ar y Cyd/Sicrhau’r Dystiolaeth Orau |

| Dymunol | |
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| Cymwysterau / hyfforddiant | |
| Sgiliau ymarferol / personol | • Gallu gweithio fel aelod o dîm<br>• Gallu gweithio gartref yn effeithiol, gan gynnwys band eang cyflym a dibynadwy o ansawdd da |

# Job Description

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| Post Name | Social Worker Integrated Safeguarding Duty and Assessment Service (child) |
| Service | Porth Gofal |
| Grade | Grade 9 (Newley Qualified) |
| Job Evaluation Post Ref | JD 1481 |
| Salary | £35,412 - £37,280 |
| Job Purpose | To undertake statutory duties under Part 4 and 6 of the SSWBA and other key social care legislations in assessing, supporting and safeguarding children and adults who are in need of care and support or who are at risk of harm by assisting individuals and their families or networks to resolve major difficulties, enhancing their coping skills & establishing their independence and resilience.<br><br>To work within current legislation and statutory guidelines, as well as Council policies, procedures and practice, in order to assess, commission and review support services and planned interventions for those who are at risk or vulnerable.<br><br>To work to ensure quality of service with colleagues in the statutory & independent sector to ensure multi-agency approach in empowering service-users to speak for themselves whilst ensuring they are safe & protected. |
| Location | Penmorfa, Aberaeron |
| Hours of Work | 37 |
| Type of Contract | Full-time |
| Contract Duration | Permanent |
| Line Managers Job Title | Senior Practitioner – Integrated Triage |
| Supervisory/Managerial Responsibilities | |
| Accountability | |
| 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 and well-being. 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. |
| Overview of the Through Age and Wellbeing Integrated Services Model | Through Age and Wellbeing Integrated Services Model is a new way of meeting people's needs by ensuring that the right people are in place to make the right decisions at the right time.<br><br>Through Age and Wellbeing Integrated Services Model will:<br>• be the first point of contact for residents and key partners |

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| | • design and deliver early prevention and intervention packages bespoke to individuals' needs<br>• decide upon the most appropriate services to deliver support in a time-related manner<br>• monitor and evaluate the impact of support |

| Duties and Responsibilities |
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**DUTIES**

**Operational Delivery**

- To assist individuals and families to deal with matters which cause them difficulties in daily living.
- To pursue or contribute to enquiries and where necessary to intervene to protect those who are vulnerable or in danger of significant harm. This may include undertaking S47 investigations, Joint Investigations /achieving Best Evidence Interviews and Section 126 Investigations.
- To ensure children and adult safety through Court processes where required.
- To provide statements and reports for Court when required.
- To work in partnership with people, and other professionals and agencies within the Signs of Safety model.
- Promote people's self-worth and rights, so that they can make clear decisions about themselves and their possible impact on others such as family, friends etc.
- Provide information and advice so that choices can be made by individuals or families relevant to their social circumstances and act as an advocate to service users and carers where this is relevant to service objectives, care plans etc.
- With support from senior/ qualified staff work in accordance with statutory and legal requirements in relation to care planning, and within frameworks set out in the policies and procedures of the agency as well as SSWBA, Wales Safeguarding Procedures.
- Undertake Best Interest meetings and decision as defined by the Mental Capacity Act. To also ensure statutory responsibility for Liberty Protection Safeguards (LPS) are met within the assessment process.
- Assess and review people's circumstances and co-produce appropriate Part 4 and 6 care & support and protection plans.
- Contribute to the development, planning and control of resources Maintain comprehensive knowledge of regulations, statutes and practice, which underpin and define the role of social workers and the responsibilities of the agency.
- Initiate, develop and sustain close working relationships with other agencies and work within a multi-disciplinary team setting when required.
- 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.
- Attend regular supervision meetings with line manager.

**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
- To assess risk positively and with support from senior team members/qualified staff develop risk management and safeguarding plans when implementing family or individual support plans 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.

**General Responsibilities**

- Under the guidance 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
- 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.
- 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.
- 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.

# Person Specification

| Essential | | |
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| Academic / Professional / Technical / Vocational Qualifications | Degree in social work or other equivalent qualification | |
| Welsh Linguistic Skills | Listening/Speaking: **Level 3**<br>Reading: **Level 2**<br>Writing **Level 2** | The Welsh linguistic skills noted are required within two years of appointment. |
| English Linguistic Skills | Listening/Speaking: **Level 3**<br>Reading: **Level 3**<br>Writing **Level 3** | The English linguistic skills noted are required on appointment. |
| Required practical and personal skills | **Practical Knowledge**<br>• Registration with Social Care Wales<br>• Ability to communicate well with adults, children, young people and their families.<br>• Ability to assess and analyse requirements of people with complex needs; developing cost effective care plans that may require multi agency service provision.<br>• Knowledge and understanding of key legislation and Regulations, e.g. Safeguarding, Mental Capacity Act, SSWBA, Mental Health Measure, Deprivation of Liberty and Liberty Protection Safeguards and Children's Acts as well as the codes of practice underpinning social care services<br>• Understanding of relevant procedures in working with adults and children.<br>• Working within a multi-disciplinary setting with an open but assertive manner<br>• Maintaining accurate records<br><br>**Personal Attributes**<br>• Works flexibly in response to changing demands<br>• Proactively develops professional skills<br>• A commitment to following and promoting the Council's corporate ways of working across the Through Age and Wellbeing model<br>• Good verbal and written communication skills<br>• IT skills across a range of systems and tools, e.g. social care client database, e-mail, internet based learning programs and Microsoft applications.<br>• Ability to work under pressure and to tight deadlines<br>• Full UK Driver's Licence or the ability to travel independently, flexibly, and at short notice to meet service needs. | |
| Required Experience | Candidates must have:<br>• experience of developing good working relationships with Service users<br>• experience of multi-agency working.<br>• a thorough knowledge and understanding of legislation relevant to work with individuals, their families and their carers. | |

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| Training / Education require to be undertaken for the post / worked towards | • CPEL 1st years in practice<br>• Joint Investigation/Achieving Best Evidence |

| Desirable | |
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| Qualifications / Training | |
| Practical / Personal Skills | • Ability to work as part of a team<br>• The ability to work effectively from home, including good quality reliable broadband speed |

# Disgrifiad Swydd

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| **Teitl y Swydd** | Gweithiwr Cymdeithasol - Gwasanaeth Dyletswydd Diogelu Integredig ac Asesu (plentyn) |
| **Gwasanaeth** | Porth Gofal |
| **Graddfa** | Gradd 10 |
| **Pwynt/iau Cyflog** | 28-30 (2 Flynedd +) |
| **Cyflog** | £39,152 - £40,777 |
| **Pwrpas y Swydd** | Ymgymryd â dyletswyddau statudol o dan Ran 4 a Rhan 6 o'r Ddeddf Gwasanaethau Cymdeithasol a Llesiant a deddfwriaeth bwysig arall ym maes gofal cymdeithasol o ran asesu, cynorthwyo a diogelu plant ac oedolion y mae angen gofal a chymorth arnynt neu sydd mewn perygl o niwed drwy gynorthwyo unigolion a'u teuluoedd neu'u rhwydweithiau i ddatrys anawsterau mawr, gan wella eu sgiliau ymdopi a gosod sail iddynt fod yn annibynnol ac yn gydnerth.<br><br>Gweithio yn unol â'r ddeddfwriaeth a'r canllawiau statudol cyfredol, yn ogystal â pholisïau, gweithdrefnau ac arferion y Cyngor, i asesu, i gomisiynu ac i adolygu gwasanaethau cymorth ac ymyriadau wedi'u cynllunio ar gyfer y rheini sydd mewn perygl neu sy'n agored i niwed.<br><br>Cydweithio â chymheiriaid yn y sector statudol a'r sector annibynnol i sicrhau ansawdd y gwasanaeth, i sicrhau bod dull amlasiantaethol yn cael ei ddefnyddio, ac i rymuso defnyddwyr gwasanaethau i siarad drostynt eu hunain, gan sicrhau ar yr un pryd eu bod yn ddiogel ac yn cael eu hamddiffyn. |
| **Lleoliad Gwaith Cytundebol** | Penmorfa, Aberaeron |
| **Oriau Gwaith** | 37 awr yr wythnos |
| **Math o Gytundeb** | Llawn-amser |
| **Hyd y Cytundeb** | Parhaol |
| **Teitl swydd y Rheolwr Llinell** | Rheolwr Tîm – Brysbennu Integredig / Asesu Integredig |
| **Cyfrifoldebau Goruchwylio / Rheoli** | |
| **Atebolrwydd** | |
| **Telerau Cytundebol sy'n Gysylltiedig â'r Swydd** | Mae Model Gwasanaethau Integredig Gydol Oes a Llesiant Ceredigion yn ffordd newydd o ddiwallu anghenion pobl drwy sicrhau bod y bobl iawn yn eu lle i wneud y penderfyniadau iawn ar yr adeg iawn.<br><br>Bydd y Model Gwasanaethau Integredig Gydol Oes a Llesiant:<br>• yn fan cyswllt cyntaf ar gyfer preswylwyr a phartneriaid allweddol<br>• yn llunio ac yn darparu pecynnau atal ac ymyrraeth gynnar pwrpasol i ddiwallu anghenion unigolion |

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| | • yn penderfynu ar y gwasanaethau wedi'u targedu a'r gwasanaethau arbenigol mwyaf priodol i roi cynlluniau gofal a chymorth ar waith yn brydlon<br>• yn monitro ac yn gwerthuso effaith y cymorth<br><br>Diogelu ac amddiffyn oedolion a phlant sydd mewn perygl yw'n prif flaenoriaethau ni. Ein nod yw cynorthwyo oedolion, plant a phobl ifanc sydd mewn perygl i sicrhau eu bod mor ddiogel ag y gallant fod. Rydym yn cydnabod eu hawl i gael eu hamddiffyn a byddwn yn gweithredu i ddiogelu eu lles a'u llesiant. Disgwylir i bob aelod staff a gwirfoddolwr rannu'r ymrwymiad hwn, a bydd gofyn cael gwiriad manylach gan y Gwasanaeth Datgelu a Gwahardd cyn penodi i'r swydd hon. |

**Dyletswyddau a chyfrifoldebau**

**DYLETSWYDDAU**
**Cyflawni gweithrediadau**

- Cynorthwyo unigolion a theuluoedd i ymdopi â materion sy'n peri anawsterau iddynt o ran byw o ddydd i ddydd.
- Gwneud ymholiadau, neu gyfrannu atynt, ac ymyrryd lle bo angen i amddiffyn y rheini sy'n agored i niwed neu sydd mewn perygl o niwed sylweddol. Gall hyn gynnwys cynnal ymchwiliadau Adran 47, ymchwiliadau ar y cyd/cyfweliadau Sicrhau'r Dystiolaeth Orau, ac ymchwiliadau Adran 126.
- Sicrhau bod plant ac oedolion yn ddiogel drwy ddefnyddio prosesau llys lle bo angen.
- Darparu datganiadau ac adroddiadau i lys pan fo angen.
- Cydweithio ag unigolion, a gweithwyr proffesiynol ac asiantaethau eraill, o fewn y model Arwyddion Diogelwch.
- Hybu hunan-dyb a hawliau unigolion er mwyn iddynt allu gwneud penderfyniadau clir amdanynt eu hunain a'u heffaith bosibl ar eraill, fel teulu, ffrindiau, ac ati.
- Darparu gwybodaeth a chyngor er mwyn i unigolion neu deuluoedd allu gwneud dewisiadau sy'n berthnasol i'w hamgylchiadau cymdeithasol, a bod yn eiriolwr ar ran defnyddwyr y gwasanaeth a gofalwyr pan fo hyn yn berthnasol i amcanion y gwasanaeth, cynlluniau gofal, ac ati.
- Gweithio yn unol â gofynion statudol a chyfreithiol o ran cynllunio gofal, ac yn unol â'r fframweithiau a nodir ym mholisïau a gweithdrefnau'r asiantaeth, yn ogystal â'r Ddeddf Gwasanaethau Cymdeithasol a Llesiant a Gweithdrefnau Diogelu Cymru.
- Cynnal cyfarfodydd Budd Pennaf, a gwneud penderfyniadau fel y'u diffinnir gan y Ddeddf Galluedd Meddyliol. Sicrhau hefyd fod y cyfrifoldeb statudol dros y Trefniadau Amddiffyn Rhyddid yn cael ei fodloni yn y broses asesu.
- Asesu ac adolygu amgylchiadau unigolion, a mynd ati ar y cyd i baratoi cynlluniau gofal a chymorth a chynlluniau amddiffyn priodol o dan Ran 4 a Rhan 6 o'r Ddeddf.
- Cyfrannu at ddatblygu, cynllunio a rheoli adnoddau, at arferion gorau, ac at ddatblygu polisïau a mentrau newydd o fewn y gwasanaeth.
- Sicrhau ei fod/bod yn meddu ar wybodaeth gynhwysfawr o hyd am reoliadau, statudau ac arferion sy'n gosod sail ar gyfer rôl gweithwyr cymdeithasol a chyfrifoldebau'r asiantaeth, ac yn diffinio'r pethau hynny.
- Cychwyn, meithrin a chynnal perthynas waith agos ag asiantaethau eraill, a gweithio mewn tîm amlddisgyblaethol pan fo angen.
- Cyfrannu at oruchwylio a hyfforddi myfyrwyr ar gyrsiau proffesiynol.
- Ymgymryd â hyfforddiant sy'n seiliedig ar feysydd diddordeb ac arbenigedd pan fo amser a diddordeb yn caniatáu, a darparu hyfforddiant o'r fath.
- Mabwysiadu agwedd hyblyg tuag at ddyletswyddau'r swydd yng ngoleuni anghenion newidiol y gwasanaeth ac amgylchiadau'r gymuned.
- Mynd i gyfarfodydd goruchwylio rheolaidd â'r rheolwr llinell.

**Sicrhau ansawdd**

- Sicrhau bod y cymorth a ddarparwyd yn diwallu'r anghenion a aseswyd.
- Gwerthuso bodlonrwydd defnyddwyr y gwasanaeth â'r gofal a'r cymorth a ddarparwyd iddynt.
- Asesu risg mewn ffordd gadarnhaol a, lle bo angen, paratoi cynlluniau rheoli risgiau a diogelu pan fydd yn rhoi cynlluniau ar waith i gynorthwyo teuluoedd neu unigolion neu'n rheoli cynnydd parhaus.
- Cadw cofnodion priodol yn unol â gofynion y Cyngor neu'r Gwasanaeth, gan gynnwys cadw cofnod clir o asesiadau a chynlluniau gofal, a darparu gwybodaeth ystadegol.

**Cyfrifoldebau cyffredinol**

- O dan arweiniad a gyda chymorth staff cymwysedig, meithrin yr wybodaeth, y ddealltwriaeth a'r sgiliau sy'n ofynnol i ddangos cymhwysedd o ran tasgau gwaith cymdeithasol ac i fodloni'r safonau gofynnol.
- Mynd ati i hybu'r Gymraeg a dewisiadau iaith defnyddwyr y gwasanaeth fel sy'n ofynnol gan Safonau'r Gymraeg a fframwaith Mwy na Geiriau.
- Meithrin perthynas waith effeithiol â chydweithwyr mewnol ac allanol ac asiantaethau eraill.
- Cynnal agwedd hyblyg tuag batrwm y gwaith yng ngoleuni anghenion newidiol y gwasanaeth ac amgylchiadau'r gymuned.
- Hybu'r cysyniad o "urddas mewn gofal", amddiffyn hawliau teuluoedd gan roi llais a rheolaeth iddynt, a sicrhau ei fod/bod yn gwybod am bolisïau a gweithdrefnau diogelu; cymryd camau priodol i amddiffyn defnyddwyr y gwasanaeth.
- Gwybod am weithdrefnau Trefniadau Amddiffyn Rhyddid y Cyngor, a rhoi cyngor i'r awdurdodau rheoli, e.e. cartrefi gofal, o ran sut y gallant wneud atgyfeiriadau priodol mewn sefyllfaoedd lle y gall fod angen amddifadu rhywun o'i ryddid.
- Ymlynu wrth ddeddfwriaeth a chanllawiau statudol perthnasol, a pholisïau a gweithdrefnau mewnol o ran materion proffesiynol a gweinyddol.
- Bydd disgwyl bod gan ddeiliad y swydd agwedd hyblyg tuag at ddyletswyddau'r swydd. Gall y rhain newid o bryd i'w gilydd, ar ôl trafod â deiliad y swydd, yn ôl anghenion y Gwasanaeth ac yn unol â gradd y swydd.
- Mynd i gyfarfodydd tîm, sesiynau goruchwylio a chyrsiau hyfforddi pan fo'n briodol ac yn unol â chyfarwyddyd y Rheolwr Tîm er mwyn datblygu'n bersonol ac yn broffesiynol.

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| **Cyfeirnod at Ddibenion Gwerthuso Swyddi** | JD 1443 |

# Manyleb y Person

| Gofynion Hanfodol | |
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| **Cymwysterau Academaidd / Proffesiynol / Technegol / Galwedigaethol** | Gradd mewn Gwaith Cymdeithasol neu gymhwyster arall cyfatebol |
| **Sgiliau Ieithyddol Cymraeg:** | Rhaid i chi feddu ar y sgiliau ieithyddol canlynol pan fyddwch chi'n dechrau'r swydd. / Bydd angen y sgiliau ieithyddol canlynol o fewn 2 flynedd i'r penodiad.<br><br>**Gwrando a Siarad**<br>**Lefel 3:** Medru deall a chymryd rhan yn y rhan fwyaf o sgyrsiau 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.<br><br>**Sgiliau Darllen**<br>**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 ganiatIgu.<br><br>**Sgiliau Ysgrifennu**<br>**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 Ieithyddol Saesneg:** | Rhaid i chi feddu ar y sgiliau ieithyddol canlynol pan fyddwch chi'n dechrau'r swydd. / Bydd angen y sgiliau ieithyddol canlynol o fewn 2 flynedd i'r penodiad.<br><br>**Gwrando a Siarad**<br>**Lefel 3:** Medru deall a chymryd rhan yn y rhan fwyaf o sgyrsiau 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.<br><br>**Sgiliau Darllen**<br>**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.<br><br>**Sgiliau Ysgrifennu**<br>**Lefel 3:** Medru llunio negeseuon ac adroddiadau anffurfiol at ddefnydd mewnol. |

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| **Sgiliau Ymarferol / Personol** | **Gwybodaeth ymarferol**<br>• Cofrestriad gyda Gofal Cymdeithasol Cymru<br>• Gallu cyfathrebu'n dda ag oedolion, plant, pobl ifanc a'u teuluoedd<br>• Gallu asesu a dadansoddi gofynion pobl ag anghenion cymhleth; llunio cynlluniau gofal costeffeithiol y gall fod angen darpariaeth amlasiantaethol i'w rhoi ar waith<br>• Gwybodaeth am ddeddfwriaeth a rheoliadau allweddol, a dealltwriaeth ohonynt, e.e. Diogelu, y Ddeddf Galluedd Meddyliol, y Ddeddf Gwasanaethau Cymdeithasol a Llesiant, y Mesur Iechyd Meddwl, Amddifadu o Ryddid / Trefniadau Amddiffyn Rhyddid, a Deddfau Plant, ynghyd â'r codau ymarfer sy'n sail i wasanaethau gofal cymdeithasol<br>• Deall y gweithdrefnau sy'n berthnasol i weithio gydag oedolion a phlant<br>• Gweithio mewn amgylchedd amlddisgyblaethol mewn ffordd agored ond pendant<br>• Cadw cofnodion cywir<br><br>**Rhinweddau personol**<br>• Rhywun sy'n gweithio'n hyblyg yn wyneb galwadau sy'n newid<br>• Rhywun sy'n mynd ati i ddatblygu ei sgiliau proffesiynol<br>• Rhywun sy'n ymrwymo i ddilyn ac i hyrwyddo ffyrdd corfforaethol y Cyngor o weithio ar draws y model Gydol Oes a Llesiant<br>• Sgiliau cyfathrebu da ar lafar ac yn ysgrifenedig<br>• Rhywun sy'n gallu gweithio o dan bwysau ac yn unol â therfynau amser tynn<br>• Sgiliau TG ar draws systemau ac offer amrywiol, e.e. cronfa ddata cleientiaid gofal cymdeithasol, e-bost, rhaglenni dysgu ar y Rhyngrwyd, a rhaglenni Microsoft<br>• Trwydded Yrru lawn y DU neu'r gallu i deithio'n annibynnol, yn hyblyg, ac ar fyr rybudd i ddiwallu anghenion gwasanaeth |
| **Profiad Hanfodol** | Rhaid bod gan ymgeiswyr:<br>• brofiad o feithrin perthynas waith dda â defnyddwyr gwasanaethau<br>• profiad o weithio amlasiantaethol<br>• gwybodaeth drylwyr am y ddeddfwriaeth sy'n berthnasol i weithio gydag unigolion a'u teuluoedd, a dealltwriaeth drylwyr o'r ddeddfwriaeth honno |
| **Hyfforddiant/addysg y mae'n ofynnol eu cyflawni/mynd ati i'w cyflawni ar gyfer y swydd** | • Addysg a Dysgu Proffesiynol Parhaus: Y Tair Blynedd Gyntaf o Ymarfer<br>• Ymchwilio ar y Cyd/Sicrhau'r Dystiolaeth Orau |

## Gofynion Dymunol

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| **Cymwysterau / Hyfforddiant** | |
| **Sgiliau Ymarferol / Personol** | Gallu gweithio fel aelod o dîm |

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| | Gallu gweithio gartref yn effeithiol, gan gynnwys band eang cyflym a dibynadwy o ansawdd da |

# Job Description

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| **Post Name** | Social Worker – Integrated Safeguarding Duty and Assessment Service |
| **Service** | Porth Gofal |
| **Grade** | Grade 10 |
| **Spinal Point/s** | 28-30 |
| **Salary** | £39,152 - £40,777 |
| **Job Purpose** | To undertake statutory duties under Part 4 and 6 of the SSWBA and other key social care legislations in assessing, supporting and safeguarding children and adults who are in need of care and support or who are at risk of harm by assisting individuals and their families or networks to resolve major difficulties, enhancing their coping skills & establishing their independence and resilience.<br><br>To work within current legislation and statutory guidelines, as well as Council policies, procedures and practice, in order to assess, commission and review support services and planned interventions for those who are at risk or vulnerable.<br><br>To work to ensure quality of service with colleagues in the statutory & independent sector to ensure multi-agency approach in empowering service-users to speak for themselves whilst ensuring they are safe & protected. |
| **Contractual Work Location/Base** | Penmorfa, Aberaeron |
| **Hours of Work** | 37 hours per week |
| **Type of Contract** | Full-time |
| **Contract Duration** | Permanent |
| **Line Managers Job Title** | Team Manager – Integrated Triage / Integrated Assessment |
| **Supervisory/Managerial Responsibilities** | |
| **Accountability** | |
| **Contractual Terms Associated with the Post** | The Ceredigion Through Age and Wellbeing Integrated Services Model is a new way of meeting people's needs by ensuring that the right people are in place to make the right decisions at the right time.<br><br>The Through Age and Wellbeing Integrated Services Model will:<br>• be the first point of contact for residents and key partners<br>• design and deliver early prevention and intervention packages bespoke to individuals' needs<br>• decide upon the most appropriate targeted and specialist services to deliver care and support plans in a time-related manner<br>• monitor and evaluate the impact of support |

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| | 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 and well-being. 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**

**Operational Delivery**

- To assist individuals and families to deal with matters which cause them difficulties in daily living.
- To pursue or contribute to enquiries and where necessary to intervene to protect those who are vulnerable or in danger of significant harm. This may include undertaking S47 investigations, Joint Investigations /achieving Best Evidence Interviews and Section 126 Investigations.
- To ensure children and adult safety through Court processes where required.
- To provide statements and reports for Court when required.
- To work in partnership with people, and other professionals and agencies within the Signs of Safety model.
- Promote people's self-worth and rights, so that they can make clear decision about themselves and their possible impact on others such as family, friends etc.
- Provide information and advice so that choices can be made by individuals or families relevant to their social circumstances and act as an advocate to service users and carers where this is relevant to service objectives, care plans etc.
- Work in accordance with statutory and legal requirements in relation to care planning, and within frameworks set out in the policies and procedures of the agency as well as SSWBA, Wales Safeguarding Procedures.
- Undertake Best Interest meetings and decision as defined by the Mental Capacity Act. To also ensure statutory responsibility for Liberty Protection Safeguards (LPS) are met within the assessment process.
- Assess and review people's circumstances and co-produce appropriate Part 4 and 6 care & support and protection plans.
- Contribute to the development, planning and control of resources and of good practice, as well as to the development of policy and new service initiatives.
- Maintain comprehensive knowledge of regulations, statutes and practice, which underpin and define the role of social workers and the responsibilities of the agency.
- Initiate, develop and sustain close working relationships with other agencies and work within a multi-disciplinary team setting when required.
- 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.
- Attend regular supervision meetings with line manager.

**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
- To assess risk positively and where necessary develop risk management and safeguarding plans when implementing family or individual support plans 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.

**General Responsibilities**

- Under the guidance 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
- 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.
- 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.
- 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.

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| **Job Evaluation Post Ref** | JD 1443 |

# Person Specification

| Essential Requirements | |
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| **Academic / Professional / Technical / Vocational Qualifications** | Degree in social work or other equivalent |
| **Welsh Linguistic Skills:** | You must possess the following linguistic skills when you start the position. / The following linguistic skills will be required within 2 years of appointment.<br><br>**Listening & Speaking**<br>**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.<br><br>**Reading Skills**<br>**Level 2:** Can understand most short reports and familiar instructions within his/her own area of expertise, provided enough time is given.<br><br>**Writing Skills**<br>**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. |
| **English Linguistic Skills:** | You must posses the following linguistic skills when you start the position. / The following linguistic skills will be required within 2 years of appointment.<br><br>**Listening & Speaking**<br>**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.<br><br>**Reading Skills**<br>**Level 3:** Can understand most reports, documents and correspondence he/she is likely to encounter during his/her work.<br><br>**Writing Skills**<br>**Level 3:** Can write informal messages and reports for internal use. |
| **Practical and personal skills** | **Practical Knowledge**<br>• Registration with Social Care Wales<br>• Ability to communicate well with adults, children, young people and their families. |

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| | • Ability to assess and analyse requirements of people with complex needs; developing cost effective care plans that may require multi agency service provision.<br>• Knowledge and understanding of key legislation and Regulations, e.g. Safeguarding, Mental Capacity Act, SSWBA, Mental Health Measure, Deprivation of Liberty and Liberty Protection Safeguards and Children's Acts as well as the codes of practice underpinning social care services<br>• Understanding of relevant procedures in working with adults and children.<br>• Working within a multi-disciplinary setting with an open but assertive manner<br>• Maintaining accurate records<br><br>**Personal Attributes**<br>• Works flexibly in response to changing demands<br>• Proactively develops professional skills<br>• A commitment to following and promoting the Council's corporate ways of working across the Through Age and Wellbeing model<br>• Good verbal and written communication skills<br>• Ability to work under pressure and to tight deadlines<br>• IT skills across a range of systems and tools, e.g. social care client database, e-mail, internet based learning programs and Microsoft applications.<br>• Full UK Driver's Licence or the ability to travel independently, flexibly, and at short notice to meet service needs |
| **Required Experience** | Candidates must have:<br>• experience of developing good working relationships with Service users<br>• experience of multi-agency working.<br>• a thorough knowledge and understanding of legislation relevant to work with individuals, their families and their carers |
| **Training/education required to be undertaken for the post/worked towards** | • CPEL 1st years in practice<br>• Joint Investigation/Achieving Best Evidence |

| **Desirable Requirements** | |
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| **Qualifications / Training** | |
| **Practical / Personal Skills** | • Ability to work as part of a team<br>• The ability to work effectively from home, including good quality reliable broadband speed |