# Disgrifiad Swydd

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| Teitl y Swydd | Gweithiwr Gofal a Chymorth (Plant) – Lefel 2 |
| Gwasanaeth | Porth Gofal |
| Gradd | 6 |
| Pwyntiau ar y Golofn Gyflog | 7-10 |
| Cyflog | £26,403 - £27,694 |
| Diben y Swydd | Byddwch yn gweithio o fewn y Model Gwasanaethau Integredig Llesiant Gydol Oes gan gynorthwyo â'r gwaith o gynllunio, cefnogi, goruchwylio a chynnal gweithgareddau penodol gyda phlant, pobl ifanc, oedolion a'u teuluoedd. Bydd y rôl hon yn elfen ganolog o ddarparu Llety Diogel i Blant yng Ngheredigion. 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.<br><br>Mae'r rôl hon yn cynnwys:<br>• Bod yn ymatebol ac yn hyblyg i anghenion y Model Gwasanaethau Integredig Llesiant Gydol Oes gan gynnwys datblygu a chyflwyno mesurau atal ac ymyrraeth er mwyn hybu canlyniadau da a gwella diogelwch a chydnerthedd y defnyddwyr gwasanaeth.<br><br>• Gweithio yn y Gwasanaethau Uniongyrchol, sy'n cynnwys y ddarpariaeth Gofal Preswyl Rheoleiddiedig.<br><br>• Cefnogi'r broses o drosglwyddo i mewn ac allan o ddarpariaeth gofal preswyl, gan weithio ar y cyd â Gofalwyr Maeth a sefydliadau eraill.<br><br>• Darparu gofal a chymorth allgymorth o fewn y gymuned.<br><br>• Darparu gofal a chymorth i blant a phobl ifanc â gwahanol anghenion sydd angen ystod o leoliadau parhaol, tymor byr, seibiant, ac argyfwng mewn lleoliad preswyl.<br><br>• Darparu cymorth sy'n canolbwyntio ar yr unigolyn ar gyfer plant a phobl ifanc, er mwyn datblygu a chynnal ystod eang o gyfleoedd sy'n hyrwyddo eu hannibyniaeth, gan gynnwys gofal personol yn ôl y galw.<br><br>• Ar adegau, pan fo angen, bydd gofyn i chi weithio mewn tîm neu leoliad arall yn y Model Gwasanaethau Integredig Llesiant Gydol Oes.<br><br>• Cynorthwyo'r Rheolwr Cofrestredig / Rheolwr Cynorthwyol a'r Gweithiwr Gofal a Chymorth Lefel 3 i ddarparu gwasanaeth o safon sy'n diwallu anghenion unigol y plant a'r bobl ifanc sy'n byw o fewn y ddarpariaeth breswyl. |

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| | • 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 unigol.<br><br>• Gweithio ar rota dreigl a fydd yn cynnwys sifftiau dydd, gyda'r hwyr, neu dros nos. Mae penwythnosau a gwyliau cyhoeddus yn rhan o'r rota dreigl. |
| Lleoliad | Penmorfa, Aberaeron |
| Oriau Gwaith | 0 |
| Math o Gontract | Achylusurol |
| Hyd y Contract | Parhaol |
| Teitl swydd y Rheolwr Llinell | Rheolwr Cofrestredig – Llety Preswyl i Blant |
| Cyfrifoldebau Goruchwylio / Rheoli | Rheolwr Cofrestredig / Rheolwr Cynorthwyol / Gweithiwr Gofal a Chymorth (Plant) Lefel 3 |
| Atebolrwydd | Yn gyfrifol am:<br>• Offer TGCh e.e. llechen/tabled, ffôn symudol a gliniadur a chyflenwadau ac offer sy'n berthnasol i'r rôl e.e adnoddau diogelwch megis seddi ceir i blant.<br><br>• Ymwybyddiaeth a chyfrifoldeb dros sicrhau fod yr holl ddarpariaeth i bobl ifanc sy'n fregus yn dilyn polisïau a gweithdrefnau Cyngor Sir Ceredigion.<br><br>• Gweithio yn unol â pholisïau a gweithdrefnau Iechyd a Diogelwch pan fyddwch yn cymryd rhan mewn unrhyw weithgaredd ar y safle neu ar y tu allan (gweithgareddau sy'n eich cynnwys chi neu'r bobl ifanc yr ydych yn gyfrifol amdanynt). |
| Telerau Contractiol 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 (fel y'i diwygiwyd yn 2013). Mae gwiriad manwl gan y Gwasanaeth Datgelu 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 Hyglwyf 2006, fel y'i diwygiwyd gan Ddeddf Diogelu Rhyddid 2012, a bydd yn destun gwirio'r rhestr o'r bobl hynny sydd wedi'u gwahardd rhag gweithio gyda phlant.<br><br>Mae'r swydd yn amodol ar wiriad Manylach DBS ar gyfer Oedolion a Phlant, gan gynnwys gwiriadau yn erbyn y ddwy Rhestr Waharddedig.<br><br>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. |
| Trosolwg o'r Model Gwasanaethau Integredig Llesiant Gydol Oes | Mae'r Model Gwasanaethau Integredig Llesiant Gydol Oes yn ffordd newydd o ddiwallu anghenion pobl drwy sicrhau bod y bobl gywir yn eu lle i wneud y penderfyniadau cywir ar yr adeg gywir.<br><br>Bydd y Model Gwasanaethau Integredig Llesiant Gydol Oes:<br>• Yn fan cyswllt cyntaf ar gyfer plant, pobl ifanc a phartneriaid |

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| | Allweddol.<br><br>• Yn llunio ac yn darparu pecynnau atal ac ymyrraeth gynnar pwrpasol i ddiwallu anghenion unigolion.<br><br>• Yn cofnodi ac yn cadw cofnodion achos. |

| Dyletswyddau a chyfrifoldebau |
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**Dyletswyddau gofal a chymorth**

- Ymgymryd â thasgau a chyfrifoldebau yn unol â'r cyfarwyddyd, gan gynnwys tasgau dyddiol e.e paratoi prydau, golchi dillad, trefnu gweithgareddau.

- Gweithio fel rhan o dîm a deall eich rôl a'ch cyfrifoldebau ar gyfer pob sifft.

- Ymroi i hyrwyddo, cyfranogi, a sicrhau darpariaeth o safon o ran gofal corfforol, hylendid, diogelwch a lles pob plentyn a pherson ifanc.

- Cofnodi ac ymgymryd â thasgau gofal personol yn unol â chanllawiau'r cynllun gofal a chymorth.

- Arsylwi, asesu a monitro iechyd, datblygiad a lles emosiynol y bobl ifanc, gan gychwyn camau priodol pan fo angen.

- Wrth weinyddu meddyginiaeth, sicrhau bod y weithdrefn ar gyfer diogelu, monitro a rheoli meddyginiaeth yn cael ei dilyn yn briodol. Pan fo angen, bod yn dyst wrth i aelod uwch o'r tîm roi meddyginiaeth.

- Lle bo'n briodol, cynorthwyo â'r gwaith o lunio asesiad o anghenion a chynlluniau ar gyfer pobl ifanc gan weithio mewn partneriaeth â theuluoedd a gofalwyr pobl ifanc i gyflawni nodau ac amcanion cynlluniau'r bobl ifanc.

- Trefnu, annog a chymryd rhan mewn gweithgareddau hamdden a hamddenol sy'n bodloni anghenion a dymuniadau'r plant a'r bobl ifanc yn y cartref, a sicrhau bod y plant a'r bobl ifanc yn cael eu hannog i ddatblygu sgiliau bywyd, sgiliau cymdeithasol, ac annibyniaeth sy'n briodol i'w hoedran.

- Cadw cofnodion achos, gan gynnwys crynhoi adroddiadau ar gyfer cyfarfodydd cynllunio, adolygiadau ac unrhyw gyfarfodydd eraill fel y bo'n briodol.

- Bod yn gyfrifol am gefnogi plant a phobl ifanc trwy ddarparu ymyrraeth ystyrlon sy'n cefnogi model gofalu ataliol a therapiwtig e.e. arferion sy'n ystyriol o drawma. Cynorthwyo plant a phobl ifanc i gynnal a gwella eu hanghenion lles meddyliol, cymdeithasol a chorfforol.

- Defnyddio dull Cefnogi Ymddygiad yn Gadarnhaol (Positive Behavior Support) a thechnegau Team Teach yn unol â'r cyfarwyddyd yn y cynllun gofal a chymorth.

**Sicrhau Ansawdd**

- Annog hyblygrwydd a gwaith tîm ymhlith y gweithlu a bod yn barod i weithio mewn Cartrefi Gofal eraill – Cartrefi Preswyl i Blant os bydd angen.

- Hyrwyddo a pharchu hawliau'r plentyn neu'r person ifanc i breifatrwydd, urddas, a dewis.
- Cefnogi gofynion 'Mwy na geiriau': Fframwaith Strategol ar gyfer hybu'r iaith Gymraeg o fewn gwasanaethau Iechyd, Cymdeithasol a Gofal Cymdeithasol.

- Sicrhau bod Gweithdrefnau Diogelu Cymru Gyfan a'r holl ofynion rheoleiddiol ar gyfer darpariaeth Breswyl Plant yn cael eu dilyn bob amser.

- Bod yn weithredol yn eich datblygiad a'ch trefniadau goruchwylio yn unol â'r broses gofrestru gyda Gofal Cymdeithasol Cymru.

- Dilyn y ddeddfwriaeth a'r canllawiau statudol perthnasol ynghyd â'r polisïau a'r gweithdrefnau mewnol sy'n ymwneud â materion proffesiynol a gweinyddol.

- Sicrhau bod gennych y wybodaeth ddiweddaraf am ddatblygiadau, arferion a deddfwriaeth newydd ym maes gofal plant.

**Cyfrifoldebau Cyffredinol**

- Sicrhau bod yr holl gofnodion Iechyd a Diogelwch a goruchwylio gofynnol yn cael eu cwblhau yn unol â'r polisïau, y gweithdrefnau a'r systemau perthnasol.

- Sicrhau bod amgylchedd cynnes a derbyniol yn y cartref lle gellir diwallu anghenion emosiynol, cymdeithasol, addysgol, diwylliannol, ac ysbrydol unigolion / pobl ifanc.

- Hyrwyddo a sicrhau cyswllt diogel â theulu a ffrindiau a chefnogi aduno â'r teulu fel rhan o gynllun gofal a chymorth y plentyn.

- Sicrhau bod pob gweithgaredd yn y cartref yn cael ei wneud gan roi sylw dyladwy i ofynion iechyd a diogelwch. Cynnal asesiadau risg lle bo'n briodol a bod yn gyfrifol am iechyd, diogelwch a lles yr holl staff, plant a phobl ifanc.

- Gweithio mewn partneriaeth gydag unigolion, eu teuluoedd, ac asiantaethau eraill mewn ffordd gyson a rhagweithiol.

- Gweithio ar eich pen eich hun pan fo angen, yn unol â gweithdrefnau Ceredigion ar gyfer gweithio ar eich pen eich hun.

- Cadw at y polisïau rheoli ymddygiad a'r polisi ar gyfer defnyddio ataliaeth neu arferion cyfyngol yn briodol, sy'n adlewyrchu'r canllawiau cenedlaethol cyfredol. Sicrhau bod yr holl gofnodion a recordiadau sy'n ymwneud â materion o'r fath wedi'u diweddaru yn unol â pholisi'r cartrefi ac y rhennir y wybodaeth hon fel rhan o'r broses drosglwyddo ar gyfer y cartref.

- Bod yn weithredol yn eich datblygiad a'ch trefniadau goruchwylio.

- Mynychu cyfarfodydd tîm, sesiynau goruchwylio a chyrsiau hyfforddiant pan fo'n briodol, yn unol â chyfarwyddiadau'r Rheolwr Llinell, fel rhan o'ch datblygiad personol a phroffesiynol.

- Sicrhau diogelwch y cartref, gan gynnwys rhoi sylw i'r canlynol: cynnwys y cartref, cofnodion cyfrinachol, arian parod, allweddi, dodrefn a chyfarpar, dillad ac eiddo'r bobl ifanc. Rhoi gwybod i'r tîm rheoli am unrhyw ddirywiad yng nghyflwr y safle a threfnu gwaith cynnal a chadw yn unol â'r cyfarwyddiadau a roddir i chi.
- Ymgymryd ag unrhyw ddyletswyddau eraill sy'n gymesur â lefel a disgwyliadau'r swydd, gan gynnwys pan fo angen gweithio gyda Thîm arall ac mewn lleoliadau eraill heblaw am Sycharth.

| Cyfeirnod at Ddibenion Gwerthuso Swyddi | JD 1545-04 |
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# Manyleb Personol

<table>
<tr><th colspan="4">Hanfodol</th></tr>
<tr><td>Cymwysterau Academaidd / Proffesiynol / Technegol / Galwedigaethol</td><td colspan="3"><ul><li>Diploma NVQ/QCF Lefel 3 mewn Iechyd a Gofal Cymdeithasol Plant a Phobl Ifanc yng Nghymru a Gogledd Iwerddon (gan gynnwys cymwysterau blaenorol fel y nodwyd gan Ofal Cymdeithasol Cymru) neu fwy na blwyddyn o brofiad a'r parodrwydd i gwblhau’r diploma o fewn cyfnod o ddwy flynedd.</li><li>A Diploma NVQ/QCF Lefel 2 mewn Iechyd a Gofal Cymdeithasol Plant a Phobl Ifanc yng Nghymru a Gogledd Iwerddon (gan gynnwys cymwysterau blaenorol fel y nodwyd gan Ofal Cymdeithasol Cymru)<br><br>Neu fwy na blwyddyn o brofiad o weithio gyda phlant a phobl ifanc sy’n derbyn gofal a dealltwriaeth dda o ddulliau sy’n ystyriol o drawma. Bydd yn ofynnol i’r staff weithio tuag at y cymhwysterau perthnasol o fewn dwy flynedd. Bydd yn ofynnol i’r staff sicrhau Cymhwyster Iechyd a Gofal Cymdeithasol QCF Lefel 2 yn ystod eu cyfnod yn y swydd.</li><li>Yr ymrwymiad i fod yn gofrestredig fel Gweithiwr Gofal Cymdeithasol cyn gynted ag y bo modd neu o fewn cyfnod o 12 mis o gael eich penodi.</li></ul></td></tr>
<tr><td rowspan="3">Sgiliau Cymraeg</td><td>Gwrando/Siarad:</td><td>Lefel 3</td><td rowspan="3">Rhaid cwrdd â’r sgiliau ieithyddol Cymraeg a nodwyd  o fewn dwy flynedd i benodiad.</td></tr>
<tr><td>Darllen:</td><td>Lefel 2</td></tr>
<tr><td>Ysgrifennu:</td><td>Lefel 2</td></tr>
<tr><td rowspan="3">Sgiliau Saesneg</td><td>Gwrando/Siarad:</td><td>Lefel 5</td><td rowspan="3">Rhaid cwrdd â’r sgiliau ieithyddol Saesneg a nodwyd ar benodiad</td></tr>
<tr><td>Darllen:</td><td>Lefel 5</td></tr>
<tr><td>Ysgrifennu:</td><td>Lefel 5</td></tr>
<tr><td>Sgiliau Ymarferol / Personol</td><td colspan="3"><ul><li>Sgiliau rhyngbersonol da, gyda’r gallu i ymgysylltu’n effeithiol â phlant, pobl ifanc, oedolion a’u teuluoedd.</li><li>Profiad o gefnogi unigolion gyda’u hanghenion gofal personol ynghyd â phrofiad o ofynion codi a chario.</li><li>Y gallu i ffurfio perthynas weithio adeiladol gyda chydweithwyr, cymunedau a rhwydweithiau eraill.</li><li>Y gallu i gyfathrebu’n glir ac yn effeithiol gyda phlant ac oedolion, gan feddu ar sgiliau ysgrifenedig a llafar da yn y Gymraeg a’r Saesneg.</li><li>Gweithio’n adeiladol fel rhan o dîm.</li><li>Y gallu i gefnogi plant a phobl ifanc a allai ar adegau fod yn bryderus neu wedi cynhyrfu.</li><li>Gweithio mewn ffordd gynhwysol er mwyn hyrwyddo</li></ul></td></tr>
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| | cydraddoldeb a chefnogi unigolion i gyflawni eu potensial.<br><br>• Gwerthfawrogi ffordd o weithio sy’n canolbwyntio ar yr unigolyn ac yn gallu gweithio yn y ffordd honno.<br><br>• Yn meddu ar ymwybyddiaeth o faterion diwylliannol ac ieithyddol.<br><br>• Sgiliau TGCh ar draws amrywiaeth o systemau ac offer, e.e. cronfa ddata cleientiaid gofal cymdeithasol, e-bost, rhaglenni dysgu ar y rhyngrwyd a rhaglenni Microsoft.<br><br>• Y gallu i weithio’n hyblyg o dan bwysau ac er lles y person sy’n cael ei asesu, boed hwnnw’n ddefnyddiwr gwasanaeth neu’n ofalwr.<br><br>• Y gallu i lunio cofnodion ac adroddiadau cywir a deall pwysigrwydd cadw mewn cysylltiad â’r rheolwr llinell bob amser.<br><br>• Asesu’r risgiau a geir mewn gwahanol sefyllfaoedd a sicrhau bod unigolion sydd yn eich gofal bob amser yn ddiogel.<br><br>• Y gallu i gefnogi plant a phobl ifanc i gymryd rhan mewn gweithgareddau i hyrwyddo lles corfforol a meddyliol, gan gynnwys gweithgareddau yn yr awyr agored.<br><br>**Rhinweddau Personol**<br>• Y gallu i gefnogi ac arwain cydweithwyr, a gweithio fel rhan o dîm.<br><br>• Y gallu i weithio mewn modd gonest a chyson.<br><br>• Y gallu i fod yn wydn yn emosiynol.<br><br>• Y gallu i roi plant a phobl ifanc wrth wraidd y cynlluniau a'r penderfyniadau sy'n effeithio arnynt.<br><br>**Sgiliau**<br>• Sefydlu perthynas waith dda gyda phlant a phobl ifanc yn seiliedig ar barch a bod yn agored.<br><br>• Y gallu i weithio ar eich liwt eich hunan.<br><br>• Y gallu a'r hyder i weithredu fel eiriolwr dros blant a phobl ifanc.<br><br>• Y gallu i gyfathrebu mewn ffordd effeithiol sy'n cefnogi'r bobl ifanc. Bydd hyn yn cynnwys y gallu i siarad, gwrando, ysgrifennu a defnyddio TGCh yn effeithiol.<br><br>• Gweithio mewn ffordd sy'n canolbwyntio ar y plentyn.<br>• Sgiliau rhyngbersonol da a'r gallu i sefydlu perthnasoedd priodol gyda ffiniau priodol.<br><br>**Gofynion eraill** |

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| | • Cadw cyfrinachedd bob amser mewn perthynas â'r Cartref a'r bobl ifanc, gan gydnabod bregusrwydd y bobl ifanc.<br><br>• Y gallu i weithio sifftiau ac oriau hyblyg.<br><br>• Yn meddu ar drwydded yrru lawn a mynediad i gerbyd gyda'r gallu i deithio i rannau eraill o'r sir os bydd angen. |
| Profiad sy'n ofynnol | **Profiad**<br>• Mwy na blwyddyn o brofiad o weithio gyda phlant neu bobl ifanc mewn swydd â thâl neu ddi-dâl.<br><br>• Y gallu i ysgogi plant a phobl ifanc.<br><br>• Y gallu i drefnu a chynllunio gweithgareddau.<br><br>**Gwybodaeth**<br>• Deddf Gwasanaethau Cymdeithasol a Llesiant (Cymru) 2014.<br><br>• Datblygiad plant.<br><br>• Deddfwriaeth Iechyd a Diogelwch.<br><br>• Confensiwn y Cenhedloedd Unedig ar Hawliau'r Plentyn (UNCRC).<br><br>• Y broses cynllunio gofal.<br><br>• Gweithdrefnau Amddiffyn Plant Cymru Gyfan. |
| Hyfforddiant/addysg y mae'n ofynnol eu cyflawni/mynd ati i'w cyflawni ar gyfer y swydd | Rhaid i ddeiliad y rôl gwblhau a phasio'r cyrsiau e-ddysgu gorfodol hyn:<br>**Diogelu plant ac oedolion sydd mewn perygl – Lefel 1**<br>**Trais yn erbyn menywod, cam-drin domestig a thrais rhywiol**<br>**Chwythu'r chwiban**<br>**Deddf Llesiant Cenedlaethau'r Dyfodol**<br>**Cydraddoldeb ac Amrywiaeth**<br>**Diogelu data**<br>**Ymwybyddiaeth o'r Iaith Gymraeg**<br>**Iechyd a Diogelwch**<br>**Diogelu Gwybodaeth**<br><br>Yn ogystal â'r uchod, bydd angen i ddeiliad y rôl ymgymryd â lleiafswm o 90 awr o hyfforddiant dros gyfnod o dair blynedd. Bydd gofynion/cyfleoedd hyfforddi yn cael eu trafod mewn sesiynau goruchwylio ac efallai y bydd yr hyfforddiant ychwanegol perthnasol yn cynnwys:<br><br>• Hyfforddiant Cynefino Ceredigion<br>• Sicrhau canlyniadau da i blant sy'n derbyn gofal<br>• Modiwl Diogelu<br>• Codi a Chario<br>• Cymorth Cyntaf<br>• Hylendid Bwyd<br>• Gweithdrefnau Gwacáu adeilad adeg Tân<br>• Diogelwch Tân<br>• Cyfathrebu Cyflawn |

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| | • Cwblhau a phasio asesiad gyrru MIDAS<br>• Hyfforddi'r Hyfforddwr – Hyfforddiant Teithio<br>• Trawma a Phrofiadau Niweidiol yn ystod Plentyndod<br>• Rheoli sefyllfaoedd heriol<br>• Team Teach a/neu Reoli Ymddygiad Cadarnhaol<br>• Gwaith Uniongyrchol mewn grwpiau neu 1-1<br>• Deddf Gwasanaethau Cymdeithasol a Llesiant 2014 – Ymwybyddiaeth gyffredinol<br>• Arwyddion Diogelwch a Lles<br>• Dadansoddi a myfyrio wrth asesu<br>• Ac unrhyw hyfforddiant arall a nodir fel rhan o'r rôl. |

| Dymunol | |
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| Cymwysterau / Hyfforddiant | • Cymhwyster Cefnogi Ymddygiad Cadarnhaol e.e Team Teach Lefel 1 a 2.<br><br>• Hefyd, ymrwymiad i ymgymryd ag unrhyw gymhwyster sy’n berthnasol i'r swydd hon, fel y’i diffinnir. |

# Job Description

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| Post Name | Care & Support Worker Level 2 (Children) |
| Service | Porth Gofal |
| Grade | 6 |
| Spinal Point/s | 7-10 |
| Salary | £26,403 - £27,694 |
| Job Purpose | To work in the Through Age and Wellbeing Integrated Services Model to assist in planning, supporting, supervising and undertaking specific activities and other work with young people and their families. This role will be a 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.<br><br>This role includes:<br>• 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.<br>• Working in the Direct Services, which includes Regulated Residential Care provision.<br>• Supporting with transitioning into and out of residential care provision, working collaboratively with Foster Carers and other organisations.<br>• Providing outreach care and support within the community.<br>• 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.<br>• Provide person centred support to children and young people, to develop and maintain a wide range of opportunities that promote their independence including personal care where identified.<br>• 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.<br>• Assisting the Registered / Assistant Manager and Level 3 Care and Support to provide a quality service that meets the individual needs of the children and young people living within the residential provision.<br>• To work collaboratively with internal and external services e.g., Porth Cymorth Cynnar, Porth Cynnal, Health and |

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| | Education in supporting the child and young person to meet their individual goals.<br><br>• Working on a rolling rota that will consist of day, evening or night shifts. Weekends and public holidays are part of the rolling rota. |
| Location | Penmorfa, Aberaeron |
| Hours of Work | 0 hours per week |
| Type of Contract | Casual |
| Contract Duration | Permanent |
| Line Managers Job Title | Registered Manager – Residential Children's Accommodation |
| Supervisory/Managerial Responsibilities | Registered Manager/ Assistant Manager /Level 3 Care and Support Worker (Children) |
| Accountability | Responsible for:<br>• 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.<br>• Awareness and responsibility for ensuring that all provision for vulnerable young people adheres to Ceredigion County Council's policies and procedures.<br>• 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). |
| 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.<br><br>This post is subject to an Enhanced Adult and Child DBS check, including checks against both Barred Lists.<br><br>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 |
| Overview of the Through Age and Wellbeing Integrated Services Model | The Through Age 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 Wellbeing Integrated Services Model will:<br>• Be the first point of contact for children, young persons and key partners.<br><br>• Deliver early prevention and intervention packages, bespoke to individuals' needs. |

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| | • Record and maintain case records. |

| Duties and Responsibilities |
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**Care and support duties**

- Undertaking tasks and responsibilities as directed including daily tasks e.g. meal preparation, laundry, activity planning.

- To work as part of a team and understand your role and responsibilities for each shift.

- To actively promote, participate in and ensure the provision of high standards of physical care, hygiene, safety and welfare of all children and young people.

- Undertake and record personal care tasks as directed by the care and support plan.

- To observe, assess and monitor young people's health, development and emotional well-being initiating appropriate action when necessary.

- To ensure the procedure for security, monitoring and control of medication is followed for administration of medication as appropriate. When required to be the second person observing the administration of medication by senior member of the team.

- Where appropriate, to assist in formulating the assessment of needs and plans for young people and to work in partnership with families and carers of young people in achieving the aims and objectives of the young people's plans.

- 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 the children and young people are encouraged to develop life skills, social skills, and age-appropriate independence.

- To maintain case records, including compiling reports for planning meetings, reviews and other meetings as appropriate.

- To be responsible for supporting children and young people through meaningful interventions that support a preventative and therapeutic model of care e.g. trauma informed practices. Supporting children and young people in maintaining and improving their mental, social and physical wellbeing needs.

- Utilize Positive Behavior Support (PBS) and if Team Teach techniques as directed by the care and support plan.

**Quality Assurance**

- To encourage a culture of flexibility and team working amongst the workforce and be prepared to work in other Care Homes - Children's Residential if required.

- To promote and respect the child or young person's rights to privacy, dignity, and choice.

- 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.

- To ensure that The All Wales Safeguarding Procedures and all regulatory requirements for Children's' Residential provision are adhered to at all times.

- To actively participate in own development and supervision arrangements in accordance with Social Care Wales registration.

- Adhere to relevant statutory legislation and guidance, internal policies, and procedures in relation to professional and administrative matters.

- To keep up to date with new developments, practice, and legislation in childcare.

**General responsibilities**

- To ensure that all required Health and Safety, supervision and all records are completed in accordance with relevant policies, procedures and systems.

- To ensure the home is a warm, accepting environment whereby the emotional, social, educational, cultural and spiritual needs of individual / young people can be met.

- Promote and ensure safe contact with family and friends and support reunification with family as part of a child's care and support plan.

- 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, children and young people.

- To work in partnership with individuals, their families and other agencies in a consistent and proactive way.

- To loan work when required in line with Ceredigion's lone working procedures.

- To follow the provisions behavior management policies and policy for the appropriate use of restraint or restrictive practice which reflects current national guidance. To ensure that all records and recordings relating to such matters are updated in line with the homes policy and this information is shared as part of the handover process for the home.

- To actively participate in own development and supervision arrangements.

- To attend team meetings, supervision sessions and training courses when appropriate and as directed by the Line Manager, for personal and professional development.

- To ensure the security of the home, including contents, confidential records, cash, keys, furniture and equipment, young peoples' clothing and possessions. To report deterioration in the condition of the premises to the Management team and arrange for any maintenance work as directed.

- To undertake any other duties commensurate with the level and expectation of the post, including when required to work with another Team and at other locations other than Sycharth.

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| Job Evaluation Post Ref | JD 1545-04 |

# Person Specification

| Essential | | |
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| Academic / Professional / Technical / Vocational Qualifications | • NVQ/QCF Diploma Level 3 in Health and Social Care Children & Young People Wales and Northern Ireland (including predecessor qualifications as stipulated by Social Care Wales) or over 1 years' experience and the willingness to complete within a 2 year period.<br>• And NVQ/QCF Diploma Level 2 in Health and Social Care (including predecessor qualifications as stipulated by Social Care Wales)<br>• Or over 1 years experience of working with looked after children and young people and have a good understanding of trauma informed approaches. Staff will be required to work towards the relevant qualifications within two years. Staff will be required to gain a QCF Level 2 Health and Social Care Qualification while in post.<br>• And a commitment to maintain registration as a Social Care Worker as soon as possible or within a 12 month period of appointment. | |
| Welsh Linguistic Skills | Listening/Speaking: **Level 3**<br>Reading: **Level 2**<br>Writing **Level 2** | The Welsh linguistic skills noted must be attained within two years of appointment. |
| English Linguistic Skills | Listening/Speaking: **Level 5**<br>Reading: **Level 5**<br>Writing **Level 5** | The English linguistic skills noted are required on appointment |
| Required practical and personal skills | • Good interpersonal skills required, with an ability to effectively engage with children, young people, adults, and families.<br>• Experience of supporting individuals with personal care needs along with manual handling requirements.<br>• Ability to form constructive working relationships with colleagues, communities, and other networks.<br>• Ability to communicate clearly and effectively with both children and adults, evidencing good written and oral skills in Welsh and English.<br>• Work constructively as part of a team.<br>• Able to support children and young people who may be anxious and distressed at times.<br>• Work in an inclusive way to promote equality and support an individual to meet their potential. | |

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| | • An appreciation of and ability to work in a person-centered way.<br><br>• Have an awareness of cultural and language issues.<br><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><br>• Be able to work flexibly when under pressure and in the best interest of the assessed person, be that service user or carer.<br><br>• Able to compile accurate records and reports and understand the importance of keeping in touch with the line manager at all times.<br><br>• To assess situational risk and ensure that individuals are safe at all times whilst in your care.<br><br>• Able to support children and young people to engage in activities to promote physical and mental wellbeing, this may include but is not limited to outdoor activities.<br><br>**Personal qualities**<br>• Ability to support and guide colleagues, and work as part of a team.<br><br>• To work with integrity in an honest and consistent manner.<br><br>• Be emotionally resilient.<br><br>• Be able to put children and young people at the center of planning and decisions that affect them.<br><br>**Skills**<br>• To establish good working relationships with children and young people based on respect and openness.<br><br>• Ability to work using own initiative.<br><br>• Ability and confidence to act as an advocate for children and young people.<br><br>• Ability to communicate in an effective manner that is supportive for the young people. This will include an ability to speak, listen, write and use ICT effectively.<br><br>• To work in a child centred approach.<br><br>• Good interpersonal skill and an ability to establish appropriate relationships with appropriate boundaries.<br><br>**Other requirements** |

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| | • To observe confidentiality at all times in relation to the Home and its young people, recognising the vulnerability of the young people.<br><br>• Ability to work shifts and flexible hours.<br><br>• To possess a full driving license and have access to a vehicle with the ability to travel to other parts of the county if required. |
| Required Experience | **Experience**<br>• Over 1 years' experience of working with children or young people in a paid or unpaid capacity.<br><br>• Ability to motivate children and young people.<br><br>• Ability to organise and plan activities.<br><br>**Knowledge**<br>• The Social Services and Well-being (Wales) Act 2014.<br><br>• Child development.<br><br>• Health and Safety legislation.<br><br>• The United Nations Convention on the Rights of the Child (UNCRC).<br><br>• Care planning process.<br><br>• All Wales Child Protection Procedures. |
| Training/education required to be undertaken for the post/worked towards | The role holder must complete and pass these mandatory e-learning courses:<br>**Safeguarding Children & Adults at risk – Level 1**<br>**Violence against Women, Domestic Abuse & Sexual Violence (VAWDASV)**<br>**Whistleblowing**<br>**Well-being of Future Generations Act**<br>**Equality & Diversity**<br>**Data Protection**<br>**Welsh Language Awareness**<br>**Health & Safety**<br>**Information Security**<br><br>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:<br><br>• Ceredigion Induction Training<br>• Ensuring good outcomes for looked after children<br>• Safeguarding Module<br>• Manual Handling<br>• First Aid<br>• Food Hygiene<br>• Fire Evacuation<br>• Fire Safety |

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| | • Total Communication<br>• Complete and pass a MIDAS driving assessment<br>• Train the Trainer – Travel Training<br>• Trauma and Adverse Childhood Experiences<br>• Managing challenging situations<br>• Team Teach and/ or Positive Behavior Management<br>• Direct Work in groups or 1-1<br>• SSWB Act 2014 – General awareness<br>• Signs of Safety and Well-being<br>• Analysis and reflection in assessment<br>• Plus any other training identified as part of the role. |

| Desirable | |
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| Qualifications / Training | • Positive Behavior Support Qualification e.g. Team Teach Level 1 & 2.<br>• And a commitment to undertaking any qualification relevant to this post as defined. |