# Disgrifiad Swydd

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| Teitl y Swydd | Gweithiwr Gofal a Chymorth Lefel 3 (Plant) |
| Gwasanaeth | Porth Gofal |
| Gradd | 7 |
| Pwyntiau ar y Golofn Gyflog | 12-16 |
| Cyflog | £28,598 - £30,518 |
| 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>• Gweithio yn y Gwasanaethau Uniongyrchol, sy'n cynnwys y ddarpariaeth Gofal Preswyl Rheoleiddiedig.<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>• Darparu gofal a chymorth allgymorth o fewn y gymuned.<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>• 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.<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>• Cynorthwyo'r Rheolwr Cofrestredig / Rheolwr Cynorthwyol i ddarparu gwasanaeth o safon sy'n diwallu anghenion unigol y plant a'r bobl ifanc sy'n byw o fewn y ddarpariaeth breswyl.<br>• 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>• 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.<br>• Sicrhau bod y gweithdrefnau ar gyfer meddyginiaethau gan gynnwys y prosesau sicrhau ansawdd, gweinyddu a rheoli |

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| | yn cael eu dilyn yn unol â pholisi a gweithdrefn Cyngor Sir Ceredigion. |
| Lleoliad | Penmorfa, Aberaeron<br>Sycharth, Felinfach ynghyd â chartrefi Gofal Preswyl eraill/ Cartrefi'r Defnyddwyr Gwasanaethau / yn y Gymuned |
| Oriau Gwaith | 37 awr yr wythnos |
| Math o Gontract | Llawn-amser |
| Hyd y Contract | Parhaol |
| Teitl swydd y Rheolwr Llinell | Rheolwr Cofrestredig / Rheolwr Cynorthwyol |
| Cyfrifoldebau Goruchwylio / Rheoli | Goruchwylio gweithwyr cymorth |
| Atebolrwydd | • Yn gyfrifol am 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>• Ymwybyddiaeth a chyfrifoldeb dros sicrhau fod yr holl ddarpariaeth i bobl ifanc sy'n fregus yn dilyn polisïau a gweithdrefnau Cyngor Sir Ceredigion.<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).<br>• Cynorthwyo neu ymgymryd â goruchwyliaeth yn ôl yr angen a chynnig cyngor ac anogaeth i staff dan oruchwyliaeth mewn perthynas ag anghenion hyfforddi unigol.<br>• Sicrhau bod yr holl staff yn ymgymryd â hyfforddiant a'u bod yn cwblhau hyfforddiant yn unol â'u hamserlen a'u Cynllun Datblygu Personol.<br>• Codi unrhyw bryderon gyda'r Rheolwr Cofrestredig ynghylch y cynnydd a wneir gan aelod unigol o staff ac agwedd y gweithiwr dan sylw.<br>• Sicrhau bod yr holl staff yn ymddwyn yn broffesiynol bob amser.<br>• Annog hyblygrwydd a gwaith tîm ymhlith y gweithlu a bod yn barod i weithio mewn cartrefi eraill os bydd angen. |
| 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. |

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| | 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 allweddol<br>• yn llunio ac yn darparu pecynnau atal ac ymyrraeth gynnar pwrpasol i ddiwallu anghenion unigolion<br>• yn cofnodi, yn monitro ac yn gwerthuso effaith y cymorth |

## Dyletswyddau a chyfrifoldebau

**Dyletswyddau gofal a chymorth**

- Fel Gweithiwr Cymorth a Gofal (lefel 3), byddwch yn gyfrifol am sicrhau bod y gwasanaethau a ddarperir yn parhau i gydymffurfio'n llawn â Deddf Rheoleiddio ac Arolygu Gofal Cymdeithasol (Cymru) 2016 a'r rheoliadau cysylltiedig.
- Bod y swyddog sy'n gyfrifol pan fo'r Rheolwr / Rheolwr Cynorthwyol yn absennol.
- Arwain a hyrwyddo darpariaeth o'r safon uchaf o ran gofal corfforol, hylendid, diogelwch a lles pob plentyn a pherson ifanc. Gellid cynnig cymorth drwy gyflwyno arferion da o ran gofal corfforol a hylendid ar gyfer plant a phobl ifanc, neu efallai y bydd angen cymorth corfforol wrth weithio gyda phobl ifanc sydd ag anableddau neu anghenion ychwanegol, gan sicrhau bod eu hurddas bob amser yn flaenoriaeth mewn sefyllfaoedd o'r fath.
- Cefnogi'r staff o fewn y tîm i weinyddu unrhyw feddyginiaeth ar bresgripsiwn a meddyginiaeth nad ydyw ar bresgripsiwn.
- Arsylwi, asesu a monitro iechyd, datblygiad a lles emosiynol y bobl ifanc, gan gychwyn camau priodol pan fo angen.
- Sicrhau bod y cartref yn cynnig amgylchedd cynnes a chroesawgar lle mae anghenion emosiynol, cymdeithasol, addysgol, diwylliannol ac ysbrydol pobl ifanc unigol yn cael eu diwallu.
- Yn rhinwedd eich swydd fel uwch aelod o'r tîm, bod yn fodel rôl effeithiol, gan sicrhau bod proffesiynoldeb yn cael ei hyrwyddo bob amser.
- 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 y cedwir at Weithdrefnau Diogelu Cymru Gyfan a'r holl ofynion rheoleiddio ar gyfer cartrefi gofal preswyl i blant ar bob adeg.
- Sicrhau bod plant a phobl ifanc yn cael mynediad at wasanaethau gwybodaeth a chyngor priodol, eu bod yn cael eu cyfeirio at wasanaethau eraill a'u bod yn cael cynnig cefnogaeth ddwys fel y bo'n briodol, gan hybu ymrwymiad Cyngor Sir Ceredigion i Gyfranogiad.
- 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.
- Gweithredu fel "gweithiwr allweddol" ar gyfer plant a phobl ifanc. Sicrhau bod Cynlluniau Gofal a Chymorth y plant a'r bobl ifanc yn cael eu dilyn a'u cadw atynt ar bob amser, gan gynnwys hyrwyddo addysg.
- Cadeirio cyfarfodydd tŷ bob mis.

- Yn rhinwedd eich swydd fel Uwch Weithiwr Cymorth, sicrhau bod sylw dyledus yn cael ei roi i ofynion iechyd a diogelwch wrth gynnal holl weithgareddau'r cartref, gan gynnal asesiadau risg lle bo hynny'n briodol a bod yn gyfrifol am iechyd, diogelwch a lles yr holl staff, plant a phobl ifanc.
- 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 sicrhau bod unrhyw waith brys yn cael ei gwblhau yn unol â'r gweithdrefnau.
- 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 gyfrifol fel Gweithiwr Cymorth a Gofal (Lefel 3) am sicrhau gweithredu systemau gweithio diogel a sefydledig a sicrhau y cedwir at y systemau hyn o ddydd i ddydd er mwyn galluogi'r gwasanaeth i fodloni'r gofynion o ran RIDDOR, COSHH, codi a chario, cymorth cyntaf a meddyginiaeth.
- Ymateb i unrhyw sefyllfaoedd brys drwy gymryd y camau priodol e.e. cysylltu â'r meddyg, y gwasanaeth ambiwlans, y gwasanaeth tân, y gwasanaeth heddlu ac ati.
- Sicrhau bod y ddarpariaeth yn adlewyrchu anghenion gofal a chymorth y plant a phobl ifanc sydd wedi'u hasesu.

**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.
- Cynllunio, rheoli ac arwain sifftiau gan sicrhau bod plant a phobl ifanc yn cael eu cadw'n ddiogel a'u bod yn rhan o bethau drwy gydol y dydd.
- Sicrhau bod gennych y wybodaeth ddiweddaraf am ddatblygiadau, arferion a deddfwriaeth newydd ym maes gofal plant.
- Bod yn weithredol yn eich datblygiad a'ch trefniadau goruchwylio yn unol â'r broses gofrestru gyda Gofal Cymdeithasol Cymru.
- Bod yn gyfrifol am oruchwylio aelodau dynodedig o staff a chofnodi hyn yn unol â'r Polisi Llesiant Gydol Oes.
- Cwblhau archwiliadau amgylcheddol y cartref er mwyn cydymffurfio â'r rheoliadau.
- Rhoi arweiniad a chefnogaeth i bob Gweithiwr Cymorth Lefel 2 gan weithio mewn ffordd hyblyg i fodloni gofynion y gwasanaeth sy'n newid o hyd.

**Cyfrifoldebau Cyffredinol**

- Cefnogi gofynion 'Mwy na geiriau': Fframwaith Strategol ar gyfer hybu'r iaith Gymraeg o fewn gwasanaethau Iechyd, Cymdeithasol a Gofal Cymdeithasol.
- Cynorthwyo'r Rheolwr Cofrestredig / Rheolwr Cynorthwyol â'r gwaith o drefnu a dirprwyo cyfrifoldebau i'r holl staff
- Ymgymryd ag unrhyw ddyletswyddau eraill sy'n berthnasol i'r rôl fel sy'n ofynnol gan y Rheolwr Cofrestredig neu'r Rheolwr Cynorthwyol
- Hyrwyddo cyfleoedd cyfartal wrth ddarparu gwasanaethau.
- Gweithio fel tîm gan gydnabod eich rôl a'ch cyfrifoldebau o fewn y tîm hwnnw.
- Gweithio ar eich pen eich hun pan fo angen, yn unol â gweithdrefnau Ceredigion ar gyfer gweithio ar eich pen eich hun.
- Wrth arwain y sifft, sicrhau bod y cartref bob amser yn ddiogel.
- Gweithredu fel yr unigolyn dynodedig wrth drosglwyddo o un sifft i'r llall yn unol â phrotocol trosglwyddo.
- Bod yn gyswllt ar gyfer ymwelwyr a gweithwyr iechyd proffesiynol sy'n ymweld â'r cartref pan ydych ar sifft.

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| • Cadw gwybodaeth sy’n ymwneud â defnyddwyr gwasanaeth, ymwelwyr a staff yn gyfrinachol.<br>• Rhoi cyngor i’r Rheolwr / Rheolwr Cynorthwyol ynghylch unrhyw waith atgyweirio a chynnal a chadw sydd angen ei wneud.<br>• Sicrhau bod yr holl gofnodion Iechyd a Diogelwch a goruchwylio gofynnol yn cael eu cwblhau yn unol â’r polisïau a’r systemau perthnasol.<br>• Hyrwyddo a pharchu hawliau defnyddwyr gwasanaeth i breifatrwydd, urddas a dewis..<br>• Hebrwng y plant a’r bobl ifanc yn allanol er mwyn iddynt gadw cysylltiadau cymunedol.<br>• Datblygu gwaith partneriaeth effeithiol gyda chydweithwyr mewnol ac allanol ac asiantaethau eraill.<br>• Dilyn y ddeddfwriaeth a’r canllawiau statudol perthnasol ynghyd â’r polisïau a’r gweithdrefnau mewnol sy’n ymwneud â materion proffesiynol a gweinyddol.<br>• Bod yn ymwybodol o Strategaethau Cenedlaethol a Lleol perthnasol gan gynnwys y Strategaeth Integredig Llesiant Gydol Oes.<br>• 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. | |
| Cyfeirnod at Ddibenion Gwerthuso Swyddi | JD 1546-03 |

# Manyleb Person

| Hanfodol | | |
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| Cymwysterau Academaidd / Proffesiynol / Technegol / Galwedigaethol | • 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).<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. Rhaid bod gennych sgiliau cyfathrebu cryf a'r gallu i arwain sifftiau. Bydd gennych y gallu i weithio gydag uniondeb a chydnerthedd a fydd yn cyd-fynd â gofynion y rôl heriol hon.<br>• Wrth gael eich penodi, byddwch chi'n gofrestredig â Gofal Cymdeithasol Cymru.<br>• Bydd yn ofynnol i'r Staff weithio tuag at y cymwysterau perthnasol o fewn dwy flynedd | |
| Sgiliau Cymraeg | Gwrando/Siarad: **Lefel 3**<br>Darllen: **Lefel 2**<br>Ysgrifennu: **Lefel 2** | Rhaid cwrdd â'r sgiliau ieithyddol Cymraeg a nodwyd o fewn dwy flynedd i benodiad. |
| Sgiliau Saesneg | Gwrando/Siarad: **Lefel 5**<br>Darllen: **Lefel 5**<br>Ysgrifennu: **Lefel 5** | Rhaid cwrdd â'r sgiliau ieithyddol Saesneg a nodwyd ar benodiad. |
| Sgiliau Ymarferol / Personol | **Rhinweddau personol**<br>• Mae'r gallu i gyfathrebu yn y Gymraeg a'r Saesneg yn hanfodol<br>• Sgiliau cyd-drafod a chyfathrebu rhagorol<br>• Y gallu i weithio'n annibynnol ac fel rhan o dîm<br>• Y gallu i weithio mewn gwahanol leoliadau<br>• Y gallu i feithrin perthynas gadarnhaol â phlant a phobl ifanc sy'n fregus gan fod yn arloesol a chreadigol wrth gefnogi eu datblygiad<br>• Y gallu i resymu a datrys materion mewn modd dadansoddol<br>• Yn gwbl ymwybodol o bolisïau/gweithdrefnau/prosesau perthnasol sy'n gysylltiedig â'r swydd<br>• Sgiliau rhyngbersonol da a'r gallu i sefydlu perthnasau priodol gyda ffiniau priodol<br>• Y gallu i arwain a goruchwylio Staff Lefel 2 yn y gweithle.<br>• Yn medru arddangos y gallu i weithio mewn amgylchedd nad yw'n ormesol nac yn stigmateiddio.<br>• Y gallu i roi cynlluniau ynghylch darparu'r gwasanaeth ar waith er mwyn diwallu'r anghenion a nodwyd.<br>• Y gallu i reoli eich amser yn effeithiol a'r gallu i drefnu a blaenoriaethu eich llwyth gwaith<br>• Sgiliau rhyngbersonol effeithiol.<br>• Sgiliau cyfathrebu rhagorol ar lafar ac yn ysgrifenedig a'r gallu i gwblhau cynlluniau gofal a defnyddio TGCh.<br>• Gweithio mewn ffordd sy'n canolbwyntio ar y plentyn<br>• Y gallu i gefnogi ac arwain eich cydweithwyr, gan weithio fel rhan o dîm.<br>• Y gallu i weithio mewn modd gonest a chyson<br>• Y gallu i fod yn wydn yn emosiynol | |

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| | **Sgiliau**<br>• Sefydlu perthynas waith dda gyda phlant a phobl ifanc yn seiliedig ar barch a bod yn agored<br>• Y gallu i weithio ar eich liwt eich hunan<br>• Y gallu a'r hyder i weithredu fel eiriolwr dros blant a phobl ifanc<br>• Y gallu i ymwneud â phobl ifanc drwy chwarae, dychymyg a chreadigrwydd.<br><br>**Gofynion eraill**<br>• Cadw cyfrinachedd bob amser mewn perthynas â'r Cartref a'r bobl ifanc.<br>• Yn barod i weithio sifftiau ac oriau hyblyg mewn lleoliadau gwahanol i fodloni anghenion y gwasanaeth.<br>• Bydd angen i ddeiliad y swydd allu teithio i wahanol leoliadau ledled y sir ar fyr rybudd, gan ddefnyddio cludiant personol, i ymateb yn brydlon i anghenion y gwasanaeth. |
| 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>• Y gallu i ysgogi plant a phobl ifanc<br>• Cynlluniau gofal a chymorth<br>• Asesu risgiau mewn amrywiol weithgareddau<br>• Y gallu i drefnu a chynllunio gweithgareddau.<br>• Rheoli problemau<br>• Rheoli digwyddiadau a'u cofnodi yn unol â pholisi'r sefydliad<br>• Goruchwyliaeth<br>• Chwarae / gweithgareddau therapiwtig<br><br>**Gwybodaeth**<br>• Deddf Gwasanaethau Cymdeithasol a Llesiant (Cymru) 2014<br>• Datblygiad plant<br>• Deddfwriaeth Iechyd a Diogelwch<br>• Confensiwn y Cenhedloedd Unedig ar Hawliau'r Plentyn (UNCRC)<br>• Y broses cynllunio gofal<br>• Gweithdrefnau Amddiffyn Plant Cymru Gyfan<br>• Cofnodi digwyddiadau<br>• Protocol Cymru Gyfan ar gyfer plant sydd ar goll |
| 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>• **Atal a Rheoli Heintiau** |

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| | Bydd yn ofynnol i chi gwblhau asesiad gyrru MIDAS.<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>• 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<br>• 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. |

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| Cymwysterau / Hyfforddiant | • Cymhwyster Cefnogi Ymddygiad Cadarnhaol e.e Team Teach Lefel 2.<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 and Support Worker Level 3 (Children) |
| Service | Porth Gofal |
| Grade | 7 |
| Spinal Point/s | 12-16 |
| Salary | £28,598 - £30,518 |
| 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, adults 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.<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 Manager/Assistant Manager 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 Education in supporting the child and young person to meet their individual goals.<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.<br>• Ensuring that medication procedures including quality assurance, administration and control of medication is |

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| | followed in accordance with Ceredigion County Councils policy and procedure. |
| Location | Penmorfa, Aberaeron<br>Sycharth, Felinfach including other Residential Care Homes/ Service User homes / Community |
| Hours of Work | 37 hours per week |
| Type of Contract | Full-time |
| Contract Duration | Permanent |
| Line Managers Job Title | Registered/ Assistant Manager |
| Supervisory/Managerial Responsibilities | Supervision of staff support worker roles |
| 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.<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).<br>• Assist or undertake supervisions as required and offer advice and encouragement to supervised staff with regard to individual training needs.<br>• Ensure that all staff under their supervision undertake and complete training in accordance with their induction training schedule and Personal Development Plan.<br>• Raise any concerns regarding an individual member of staff's progress or attitude with the Registered Manager.<br>• Ensure that all staff act in a professional manner at all times.<br>• 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.<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. |

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| Overview of the Through Age 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>• design and deliver early prevention and intervention packages bespoke to individuals' needs<br>• record, monitor and evaluate the impact of support |

Duties and Responsibilities

**Care and support duties**

- Accountable as Care and Support Worker (level 3) for ensuring that service delivery remains fully compliant with the Regulation and Inspection of Social Care (Wales) Act 2016 and associated regulations.
- Be the responsible officer in the absence of the Manager/Assistant Manager.
- To actively lead and promote the provision of high standards of physical care, hygiene, safety and welfare of all children and young people. Support could be offered through modelling good practice with regards to physical care and hygiene with children and young people, or physical support may be required when working with young people with disabilities or additional needs, always ensuring their dignity is a priority in such situations.
- To support the staff team to administer any prescribed or non-prescribed medication.
- To observe, assess and monitor young people's health, development and emotional well-being, initiating appropriate action when necessary.
- Ensure the home is that of a warm, accepting environment whereby the emotional, social, educational, cultural and spiritual needs of individual young people are met.
- To be an effective role model, ensuring professionalism is promoted at all times as the Senior member of the team.
- Promote and ensure safe contact with family and friends and support reunification with family as part of child's care and support plan.
- To ensure that the All Wales Safeguarding Procedures and all regulatory requirements for children's residential care homes are adhered to at all times.
- Ensure that children and young people receive access to appropriate information and advice services, signposting to other services and intensively supporting them as appropriate, promoting Ceredigion County Council's commitment to Participation.
- To organise, encourage and share in recreational and leisure activities which meet the needs and wishes of the young people in the residence and to ensure that 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 act as "key worker" for identified children and young people. To ensure Care and Support Plan for children and young people is followed and adhered to at all times, including that education is promoted.
- To chair house meetings which take part on a monthly basis.
- 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 as the Senior Support Worker.
- To ensure the security of the home, including contents, confidential records, cash, keys, furniture and equipment, young peoples' clothing and possessions.

- To report any deterioration in the condition of the premises to the Management Team and ensure that any emergency work is requested in line with procedures.
- To follow the 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.
- Responsible as Care and Support Worker (Level 3) for ensuring that established and implemented safe working systems are adhered to on a day-to-day basis which will enable the service to meet requirements under RIDDOR, COSHH, manual handling, first aid and medication.
- To respond to any emergency situations by taking the appropriate action e.g. contacting a doctor, ambulance, fire and police etc.
- Ensure provision reflects the assessed care and support needs of children and young people

**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 plan, manage and lead shifts ensuring children and young people are kept safe and engaged throughout the day.
- To keep up to date with new developments, practice, and legislation in childcare.
- To actively participate in own development and supervision arrangements in accordance with Social Care Wales registration
- To be responsible for the supervision of designated members of staff and to record this in accordance to Through Age Wellbeing Policy.
- To complete environmental audits of home to meet compliance.
- Give guidance and support to all Level 2 Support Workers and work in a flexible way to meet the changing demands of the service.

**General Responsibilities**

- 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 assist the Registered and Assistant Manager in organising and delegating responsibilities to all staff
- Undertake any other duties relevant to the role as required by the Registered Manager or Assistant
- To promote equality of opportunity in the delivery of services.
- To work as a team and recognise your role and responsibilities within it.
- To loan work when required in line with Ceredigion's lone working procedures.
- To ensure that the home is always secure whilst leading the shift.
- To be the identified individual for hand over from one shift to another in accordance with handover protocol.
- Be a contact for visitors and health professionals visiting the home whilst on shift.
- To Maintain confidentiality of information regarding service users, visitors and staff.
- To advise the Manager / Assistant with respect to any repairs and maintenance required.
- To ensure that all required H&S and supervision records are completed in accordance with relevant policies and systems.
- To promote and respect service user's rights to privacy, dignity, and choice.
- To accompany the children and young people in maintaining community connections.
- Develop effective partnership working with internal and external colleagues and other agencies.

- Adhere to relevant statutory legislation and guidance, internal policies and procedures in relation to professional and administrative matters.
- To have knowledge and awareness of the relevant National and Local Strategies including the Through Age and Wellbeing Integrated Strategy.
- To attend team meetings, supervision sessions and training courses when appropriate and as directed by the Line Manager, for personal and professional development.

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| Job Evaluation Post Ref | JD 1546-03 |

# 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).<br>• Or over 1 years experience working with looked after children and young people and have a good understanding of trauma informed approaches. Must have strong communication skills and the ability to lead on shift. The ability to work with integrity and resilience that matches the demands of this challenging role.<br>• To register with Social Care Wales on appointment.<br>• Staff will be required to work towards the relevant qualifications within two years | |
| 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 | **Personal qualities**<br>• The ability to communicate in both English and Welsh are essential<br>• Excellent negotiation and communication skills<br>• Ability to work independently and as part of a team<br>• Ability and competency in working within various setting<br>• Ability to build rapport and positive relationships with vulnerable children and young people and be innovative and creative in supporting their development<br>• The ability to reason and resolve issues in an analytical manner<br>• Excellent awareness of relevant policies/procedures /processes related to the post<br>• Good interpersonal skill and an ability to establish appropriate relationships with appropriate boundaries<br>• Ability to lead and supervise Level 2 Staff in the work setting<br>• Demonstrate the ability to work in a non-stigmatising and anti-oppressive environment<br>• Ability to implement service delivery plans to meet identified needs.<br>• The ability to manage time effectively, arrange and prioritise workloads<br>• To have an effective level of inter-personal skills.<br>• High level of oral and written communication skills and competent in completion of care plans and application of ICT.<br>• To work in a child centered approach<br>• Ability to support and guide colleagues, and work as part of a team<br>• To work with integrity in an honest and consistent manner<br>• Be emotionally resilient | |

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| | **Skills**<br>• To establish good working relationships with children and young people based on respect and openness<br>• Ability to work using own initiative<br>• Ability and confidence to act as an advocate for children and young people<br>• Ability to engage with young people through play, imagination and creativeness.<br><br>**Other requirements**<br>• Observe confidentiality at all times in relation to the Home and its young people.<br>• Willing and able to work shifts and flexible hours at different locations to meet the needs of the service.<br>• Using their own travel arrangements, the postholder must be able to attend locations across the county at very short notice, in order to respond promptly to operational and service demands. |
| Required Experience | **Experience**<br>• Over 1 years experience of working with children or young people in a paid or unpaid capacity.<br>• Proven ability to motivate children and young people<br>• Care and support planning<br>• Risk Assessing various activities<br>• Ability to organize and plan activities.<br>• Upwardly managing issues<br>• Incident Management and recording in accordance with organizational policy<br>• Supervision<br>• Therapeutic play and activates<br><br>**Knowledge**<br>• The Social Services and Well-being (Wales) Act 2014<br>• Child development<br>• Health and Safety legislation<br>• The United Nations Convention on the Rights of the Child (UNCRC)<br>• Care planning process<br>• Wales Safeguarding Procedures<br>• Incident recording<br>• All Wales Protocol Missing Children |
| 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>• **Infection Prevention and Control** |

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| | There will be a requirement for you to complete the MIDAS driving assessment.<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 in accordance with Social Care Wales Registration. Training requirements / opportunities will be discussed in Supervision sessions and additional relevant training may include:<br>• Ceredigion Induction Training<br>• Good outcomes for looked after children<br>• Safeguarding Module<br>• Manual Handling<br>• First Aid<br>• Food Hygiene<br>• Fire Evacuation<br>• Fire Safety<br>• Total Communication<br>• MIDAS<br>• Train the Trainer – Travel Training<br>• Trauma and Adverse Childhood Experiences<br>• Managing challenging situations<br>• Team Teach Level 1 & 2<br>• Direct Work in groups or 1-1<br>• SSWBA 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 Management Qualification e.g. Team Teach Level 2<br>• And a commitment to undertaking any qualification relevant to this post as defined. |