

Disgrifiad Swydd

Teitl y Swydd	Gweithiwr Teuluoedd
Gwasanaeth	Porth Cymorth Cynnar
Graddfa	8
Pwynt/iau Cyflog	18
Cyflog	£32,578 - £34,811 pro rata
Pwrpas y Swydd	- Cynllunio, cefnogi a goruchwyllo gweithgareddau penodol neu ddarnau penodol o waith gyda phlant a phobl ifanc ac oedolion a'u teuluoedd y mae angen gofal a chymorth arnynt, ar y cyd ag asiantaethau os oes angen. - Llunio a gweithredu ymyriadau sy'n hybu canlyniadau da a fydd yn gwella diogelwch a chydnerthedd defnyddwyr y gwasanaeth. - Mae'r Gweithiwr Teuluoedd yn gyfrifol am lunio, datblygu a chydgysylltu ystod o ddulliau pwrpasol o weithio gydag unigolion, teuluoedd, plant a phobl ifanc, gan gynnwys y rheini sy'n wynebu sefyllfaoedd heriol. - Bydd y Gweithiwr Teuluoedd yn ymrwymo i weithio o safbwynt y teulu cyfan, gan ysgwyddo cyfrifoldeb dros ennyn diddordeb pobl mewn cyfleoedd, gweithgareddau a dysgu achrededig sy'n gwireddu newid cadarnhaol. I wneud hyn, bydd gofyn defnyddio dulliau amrywiol sy'n briodol i anghenion y teulu cyfan, e.e. dulliau a fydd yn gwella sgiliau a gwybodaeth o ran datblygiad corfforol, personol, emosiynol a chymdeithasol plant, o blentyndod i'r glasoed. - Bydd y Gweithiwr Teuluoedd yn gyfrifol am arwain, cynllunio, cydgysylltu a darparu ymyriadau a chymorth i ystod oedran dynodedig ac i gymuned ddynodedig. - Bydd hefyd yn gyfrifol am gefnogi'r strategaeth Cymorth i Deuluoedd drwy ddarparu darpariaethau cadarn wedi'u targedu a darpariaethau mynediad agored, gan gynnwys gwaith grŵp a rhaglenni gwyliau, ar hyd a lled y sir ac ar y cyd â rhanddeiliaid allweddol yn y sector statudol a'r sector gwirfoddol
Lleoliad Gwaith Cytundebol	Canolfan Integredig Aberteifi
Oriau Gwaith	7.5 awr yr wythnos
Math o Gytundeb	Rhan-amser
Hyd y Cytundeb	Cyfnod Penodedig
Teitl swydd y Rheolwr Llinell	Cydlynnydd Cymorth Unigol
Cyfrifoldebau Goruchwyllo / Rheoli	Dim
Atebolrwydd	Bod yn hollol ymwybodol o'r angen i sicrhau bod yr holl ddarpariaeth i blant, pobl ifanc, unigolion, rhieni a theuluoedd yn ymlynu wrth bolisiau a gweithdrefnau Cyngor Sir Ceredigion, ac unrhyw ganllawiau

	cenedlaethol perthnasol eraill, a bod yn gyfrifol am sicrhau bod hynny'n digwydd. • Rheoli camau amserol i goladu ac i ddadansoddi data ystadegol cadarn, fel sy'n ofynnol gan Gyngor Sir Ceredigion ac asiantaethau allanol perthnasol. • Gweithio'n barhaus o'i ben/phen a'i bastwn/phastwn ei hun yng nghartrefi teuluoedd ac ar safleoedd dynodedig ledled y sir. • Gweithio yn unol â pholisïau a gweithdrefnau iechyd a diogelwch darparwyr allanol amrywiol pan fydd yn ymgymryd ag unrhyw weithgareddau oddi ar y safle (o'i ran/rhan ei hun a'r unigolion neu'r teuluoedd y mae'n gyfrifol amdanynt)
Telerau Cytundebol sy'n Gysylltiedig â'r Swydd	Mae'r swydd yn amodol ar wiriad Manylach DBS ar gyfer Oedolion a Phlant, gan gynnwys gwiriadau yn erbyn y ddwy Rhestr Waharddedig.
Dyletswyddau a chyfrifoldebau	
• Cyd-drafod a negodi camau i ddarparu ymyriadau sy'n canolbwyntio ar rieni a phlant, gan gydweithio'n agos â'r gweithwyr proffesiynol allweddol perthnasol i bennu unigolion, aelodau o deuluoedd a/neu grwpiau o rieni priodol a fyddai'n elwa o gael cymorth wedi'i dargedu ar gyfer rhieni neu deuluoedd cyfan (gan gynnwys y rheini lle y nodwyd bod oedi yn natblygiad y plant a/neu eu bod yn cael profiadau niweidiol). • Bydd y Gweithiwr Teuluoedd yn mesur ac yn asesu anghenion unigolion neu deuluoedd i gynllunio ac i ddarparu'r ddarpariaeth neu'r ymyrraeth fwyaf effeithiol a chefnogol iddynt. • Arwain a chydgysylltu camau i roi rhaglenni rianta ac ymyriadau pwrpasol ar waith i gynorthwyo rhieni i ddeall ac i gefnogi datblygiad corfforol, personol, emosiynol a chymdeithasol eu plant. Bydd y rhaglenni a'r ymyriadau hyn yn gwella cydnerthedd teuluoedd ac yn sicrhau eu bod yn llai agored i niwed. Bydd hyn yn cynnwys gweithio'n barhaus mewn ffordd sensitif a darbwyllol i fynd i'r afael ag ymgysylltiad addysgol gwael, allgáu cymdeithasol, ansicrwydd o ran tai, a/neu chwalfa teuluoedd. • Creu ymyriadau pwrpasol i gynorthwyo unigolion, rhieni a theuluoedd i feithrin sgiliau ac i fagu hyder i'w cynorthwyo i ymgymryd â thasgau fel cyllidebu, gofal iechyd a hylendid, a threfn y dydd ar yr aelwyd, ynghyd â'u cynorthwyo i ddefnyddio gwasanaethau cyffredinol, ac arwain y gwaith o ddarparu'r ymyriadau hynny. I ddatblygu ac i addasu'r ymyriadau hyn yn barhaus ar gyfer unigolion a theuluoedd, bydd galw am gryn allu i fod yn greadigol ac yn arloesol i ddatrys problemau. • Arwain a chydgysylltu darpariaeth rianta wedi'i thargedu a darpariaeth rianta mynediad agored, gan gynnwys Cysylltiadau Teuluol, Helpu Fi i Helpu Ti, Gwnewch Amser i Chi, a'r Blynyddoedd Rhyfeddol, mewn canolfannau i deuluoedd, ysgolion a chymunedau dynodedig. Bydd y Gweithiwr Teuluoedd yn llunio digwyddiadau, gweithgareddau a phrosiectau yn ei gymuned/chymuned ddynodedig, gan gydweithio'n agos â phartneriaid gwirfoddol a statudol i sicrhau bod y ddarpariaeth yn briodol ac yn addas i'r diben. • Bydd y Gweithiwr Teuluoedd yn defnyddio dull sy'n seiliedig ar gryfderau, gan roi egwyddorion y fframwaith Arwyddion Diogelwch ar waith. • Bydd y Gweithiwr Teuluoedd yn gweithio'n annibynnol ac fel aelod o dîm i gydgylltu agweddau amrywiol ar gymorth i deuluoedd mewn cymunedau dynodedig yng Ngheredigion. Bydd y Gweithiwr Teuluoedd yn cydweithio â gwasanaethau gwirfoddol a statudol i sicrhau bod modd manteisio ar gyfleoedd mewn lleoliadau eraill, a'u rheoli, er budd teuluoedd. • Bydd y Gweithiwr Teuluoedd yn cydweithio â gwasanaethau statudol a gwirfoddol i gydgylltu cyfleoedd a fydd o fudd i rieni, unigolion, plant a phobl ifanc y pennwyd eu	

bod yn agored i niwed oherwydd ymgysylltiad addysgol gwael, allgáu cymdeithasol, ansicrwydd o ran tai ac arian, neu effaith profiadau niweidiol yn ystod plentyndod.

- Bydd y Gweithiwr Teuluoedd yn gyfrifol am arwain a rheoli llwyth achosion o deuluoedd, a bydd yn rhoi strategaethau ar waith ar gyfer unigolion o fewn teuluoedd, naill ai ar sail un i un neu mewn grŵp, gan weithio'n annibynnol ac fel aelod o dîm. Bydd y Gweithiwr Teuluoedd yn gyfrifol am bennu risgiau ac am ddatrys problemau, gan sicrhau bod teuluoedd o bob cefndir yn ymgysylltu â chymorth ac ymyriadau cadarnhaol.
- Sicrhau bod rhieni, unigolion a phobl ifanc yn cael mynediad at wasanaethau gwybodaeth a chynghor, yn cael eu cyfeirio at wasanaethau eraill, ac yn cael cymorth dwys pan fo'i angen i sicrhau bod modd iddynt fod yn rhan o Geredigion deg a chyfartal.
- Ysgwyddo cyfrifoldeb dros ddatblygu a chydgyssylltu cyfleoedd i deuluoedd, rhieni, unigolion, pobl ifanc a phlant, fel y'u diffinnir gan raglenni Llywodraeth Cymru – Teuluoedd yn Gyntaf (2017), Dechrau'n Deg, a Phlant Iach Cymru – a Deddf Gwasanaethau Cymdeithasol a Llesiant (2014), ac yn unol â Chynllun Llesiant Ceredigion (2018), Rhianta yng Nghymru: Canllawiau a Chymorth 2014, a'r Canllaw i'r Safonau Galwedigaethol Cenedlaethol ar gyfer Gofal Cymdeithasol, y Blynyddoedd Cynnar a Gofal Plant.
- Sicrhau bod systemau monitro cadarn yn cael eu rheoli a'u cwblhau'n broffesiynol i ddarparu tystiolaeth o'r gwaith a wnaed gydag unigolion a theuluoedd yng Ngheredigion i fodloni gofynion lleol, rhanbarthol a chenedlaethol, ac i gofnodi data ansoddol a meintiol am y gwaith hwnnw.
- Sicrhau bod adroddiadau cyfredol a chywir yn cael eu cadw i ateb gofynion gwasanaethau cymorth cynnar, cymorth ac ymyrraeth, yn unol â deddfwriaeth a pholisïau cyfredol.
- Bydd angen i'r Gweithiwr Teuluoedd sicrhau bod yr holl weithdrefnau diogelu'n cael eu dilyn yn gymwys ac yn broffesiynol.
- Sicrhau bod yr holl weithdrefnau iechyd a diogelwch yn cael eu dilyn bob amser. Mae'r Gweithiwr Teuluoedd yn gyfrifol am sicrhau bod yr holl ddarpariaeth yn cael ei chynllunio a'i chydgyssylltu'n ddiogel, gydag asesiadau risg ac adroddiadau cadarn, fel y nodir yn y polisi Iechyd a Diogelwch Cyflogeion.
- Meddu ar wybodaeth am ddatblygiadau cenedlaethol a lleol perthnasol, ac ymwybyddiaeth ohonynt, i gefnogi camau i roi mentrau ar waith yn briodol er budd teuluoedd yng Ngheredigion.
- Sicrhau bod y ddarpariaeth yn adlewyrchu anghenion rhieni, unigolion, plant a phobl ifanc drwy ddatblygu systemau ymgynghorol i sicrhau bod llais defnyddwyr y gwasanaeth yn cael ei glywed pan fyddwn yn cynllunio, yn datblygu ac yn gwerthuso gwasanaethau.
- Arwain a goruchwyllo gwirfoddolwyr a phrentisiaid sy'n defnyddio'r ddarpariaeth i rieni a theuluoedd.
- Ysgwyddo cyfrifoldeb dros unrhyw gyllideb, yn ôl gofynion y Rheolwr Tîm – Cymorth i Rien i Theuluoedd, yn ogystal â mynd ati i chwilio am gyfleoedd ariannu allanol i wella'r cyfleoedd sydd ar gael i deuluoedd.
- Cynrychioli'r gwasanaeth mewn cyfarfodydd pwysig yn ôl y gofyn i gynrychioli barn y Gwasanaethau Cymorth i Deuluoedd, a chynorthwyo teuluoedd i gyfrannu'n llwyr at benderfyniadau o ran eu plant.
- Cynrychioli'r gwasanaeth mewn grwpiau, pwyllgorau a digwyddiadau lleol, rhanbarthol a chenedlaethol, fel y bo'n briodol.
- Cyfrannu at unrhyw dudalennau gwe a/neu safleoedd cyfryngau cymdeithasol sy'n eiddo i'r Gwasanaethau Ymyrraeth Gynnar, eu diweddarau a'u cynnal, fel y bo'n briodol, gan sicrhau bod gwybodaeth i deuluoedd yn hygyrch.
- Ymgymryd ag unrhyw ddyletswyddau eraill sy'n berthnasol i'r swydd, yn ôl gofynion y Rheolwr Tîm – Cymorth i Rien i Theuluoedd, a'r Rheolwr Corfforaethol – Ymyrraeth Gynnar.

Cyfrifoldebau cyffredinol

- 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.
- Ymlynu wrth ddeddfwriaeth a chanllawiau statudol perthnasol, a pholisïau a gweithdrefnau mewnol o ran materion proffesiynol a gweinyddol.
- Meddu ar wybodaeth am strategaethau cenedlaethol a lleol perthnasol, ac ymwybyddiaeth ohonynt.
- Mynd i gyfarfodydd tîm, sesiynau goruchwyllo a chysiau hyfforddi pan fo'n briodol ac yn unol â chyfarwyddyd y Rheolwr Tîm er mwyn datblygu'n bersonol ac yn broffesiynol.

**Cyfeirnod at Ddibenion Gwerthuso
Swyddi**

1307-03

Manyleb y Person

Gofynion Hanfodol	
Cymwysterau Academaidd / Proffesiynol / Technegol / Galwedigaethol	- Gradd ym maes gweithio gyda phlant, pobl ifanc a theuluoedd, neu'r gallu i ddangos cymhwysedd drwy brofiad (o leiaf dair blynedd). - Ar gyfer swyddi a ariennir gan Dechrau'n Deg mae angen cymhwyster L3 mewn Gofal, Chwarae, Dysgu a Datblygiad Plant neu gymhwyster cyfatebol fel y'i diffinnir gan Gofal Cymdeithasol Cymru.
Sgiliau leithyddol Cymraeg:	Bydd angen y sgiliau leithyddol canlynol o fewn 2 flynedd i'r penodiad. Gwranddo a Siarad Lefel 5: Medru cyfrannu'n rhugl a hyderus yng nghyswllt pob agwedd ar y gwaith beunyddiol, gan gynnwys trafod a chynghori ar faterion technegol, arbenigol neu sensitif. Sgiliau Darllen Lefel 5: Gallu deall adroddiadau, dogfennau ac erthyglau y mae'n debygol o ddod ar eu traws yn ystod y gwaith, gan gynnwys cysyniadau cymhleth wedi'u mynegi yn nhermau astrus. Sgiliau Ysgrifennu Lefel 4: Medru llunio gohebiaeth fusnes, adroddiadau byr, negeseuon e-bost a llenyddiaeth hysbysrwydd gyda chymorth golygyddol.
Sgiliau leithyddol Saesneg:	Rhaid i chi feddu ar y sgiliau leithyddol canlynol pan fyddwch chi'n dechrau'r swydd. Gwranddo a Siarad Lefel 5: Medru cyfrannu'n rhugl a hyderus yng nghyswllt pob agwedd ar y gwaith beunyddiol, gan gynnwys trafod a chynghori ar faterion technegol, arbenigol neu sensitif. Sgiliau Darllen Lefel 5: Gallu deall adroddiadau, dogfennau ac erthyglau y mae'n debygol o ddod ar eu traws yn ystod y gwaith, gan gynnwys cysyniadau cymhleth wedi'u mynegi yn nhermau astrus. Sgiliau Ysgrifennu Lefel 5: Medru llunio gohebiaeth fusnes, adroddiadau byr, negeseuon e-bost a llenyddiaeth hysbysrwydd i safon dderbyniol gyda chymorth cymhorthion iaith. Medru llunio nodiadau manwl tra'n cymryd rhan lawn mewn cyfarfod.
Sgiliau Ymarferol / Personol	- Sgiliau negodi a chyfathrebu rhagorol er mwyn ymgysylltu'n effeithiol â defnyddwyr gwasanaeth, teuluoedd ac asiantaethau sy'n bartneriaid. - Gallu a chymhwysedd i weithio mewn lleoliadau amrywiol.

	• Gallu meithrin perthynas gadarnhaol â defnyddwyr gwasanaeth, a gallu bod yn greadigol ac yn arloesol i'w cynorthwyo i wneud cynnydd. • Ymwybyddiaeth o bolisiâu / gweithdrefnau / prosesau sy'n berthnasol i'r swydd. • Gallu meithrin a chynnal cysylltiadau proffesiynol. • Gallu goruchwyllo staff a gwirfoddolwyr. • Gallu cynllunio, monitro a gwerthuso'r camau i ddarparu gwasanaethau i ateb gofynion a bennwyd. • Gallu cyfathrebu'n glir ac yn effeithiol â phlant ac oedolion, gan ddangos tystiolaeth o sgiliau ysgrifenedig a llafar da, o ddewis yn Gymraeg ac yn Saesneg. • Parodrwydd i ymgymryd â hyfforddiant priodol i gyfrannu at ddatblygiad proffesiynol ac at feithrin sgiliau. • Dealltwriaeth o swyddogaethau a chyfrifoldebau gwahanol amgylcheddau a disgyblaethau proffesiynol. • Gallu gweithio'n adeiladol fel aelod o dîm ac o'i ben/phen a'i bastwn/phastwn ei hun. • Gallu rheoli sefyllfaoedd anodd, a chynorthwyo defnyddwyr gwasanaethau a all fod yn bryderus ac yn ofidus ar brydiau. • Gweithio mewn ffordd gynhwysol i hybu cydraddoldeb ac i gynorthwyo unigolion i wireddu eu potensial. • Deall sut i weithio mewn ffordd sy'n canolbwyntio ar yr unigolyn, a meddu ar y gallu i wneud hynny • Ymwybyddiaeth o faterion diwylliannol ac ieithyddol • Sgiliau TG ar draws systemau ac offer amrywiol, e.e. cronfa ddata cleientiaid, e-bost, rhaglenni dysgu ar y Rhyngwrdd, a rhaglenni Microsoft. • Gallu cyfathrebu'n effeithiol, yn ysgrifenedig ac ar lafar, boed wyneb yn wyneb neu drwy ddefnyddio technoleg o bell. • Gallu rheoli ei (h)amser ei hun, blaenoriaethu llwyth gwaith, a gweithio fel aelod o dîm • Gallu gweithio mewn ffordd hyblyg o dan bwysau ac er budd pennaf y sawl a aseswyd, boed yn ddefnyddiwr gwasanaeth neu'n ofalwr • Gallu cynorthwyo defnyddwyr y gwasanaeth i gymryd rhan mewn gweithgareddau corfforol a gweithgareddau awyr agored. • Meddu ar y gallu a'r cymhwysedd i weithio mewn lleoliadau teuluol amrywiol, gan gynnwys cartrefi, canolfannau, ysgolion a lleoliadau cymunedol. • Gallu cynllunio, monitro a gwerthuso'r gwasanaeth a ddarperir i ddiwallu anghenion penodedig plant, unigolion, rhieni a theuluoedd gan ddefnyddio dull sy'n seiliedig ar gryfderau. • Gallu meithrin a chynnal perthynas broffesiynol â phartneriaid cyflawni a rhanddeiliaid. • Gallu arwain, cynorthwyo a goruchwyllo staff rhan-amser, gwirfoddolwyr a phrentisiaid. • Gallu cynllunio a chydgyssylltu adnoddau amrywiol a chyllidebau dynodedig, ac ysgwyddo cyfrifoldeb drostynt.
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	• Gallu adfyfyrio'n feirniadol ar ei (h)ymarfer ei hun, gwneud dewisiadau gwybodus, a rhoi newidiadau cadarnhaol ar waith. • Gallu hunanwerthuso anghenion dysgu, a mynd ati i chwilio am gyfleoedd dysgu. • Gallu deall damcaniaethau perthnasol a'u rhoi ar waith, gan gynnwys o ran dysgu a datblygiad plant a rhaglenni rhianta. • Deall sut i ddatblygu deinameg ryngpersonol a deinameg deuluol gadarnhaol, a phrofiad o weithio'n effeithiol i'w datblygu. • Gallu gweithio tu allan i oriau swyddfa arferol gyda'r hwyr ac ar benwythnosau. Gall hyn gynnwys gwaith preswyl o bryd i'w gilydd. • Gallu gyrru, a gallu defnyddio ei gar/char ei hun i gludo defnyddwyr gwasanaeth.
Profiad Hanfodol	• Profiad o weithio'n uniongyrchol gyda phlant a/neu bobl ifanc a/neu oedolion mewn grwpiau/fel teulu neu ar sail un i un. • Profiad o gynorthwyo plant, pobl ifanc, rhieni a theuluoedd sy'n agored i niwed neu ag anghenion ychwanegol i wireddu newid mesuradwy cadarnhaol. • Profiad o waith partneriaeth a gwaith amlasiantaethol. • Profiad o weithdrefnau amddiffyn a diogelu plant, neu wybodaeth amdanynt. • Profiad o ddatblygu ac o ddarparu rhaglenni hyfforddiant i grwpiau bach o rieni, pobl ifanc a theuluoedd. • Profiad o ddatblygu ac o ddefnyddio sianeli cyfryngau cymdeithasol a gwefannau i rannu gwybodaeth, syniadau a safbwyntiau, a gwybodaeth am sut i wneud hynny. • Profiad o gydweithio'n agos â gweithwyr proffesiynol allanol a rhanddeiliaid allweddol i negodi ac i eirioli ar ran teuluoedd a phobl ifanc er mwyn iddynt gyflawni eu nodau. • Profiad o roi sylw i'r prif broblemau sy'n effeithio ar fywydau teuluoedd a phobl ifanc heddiw, ac o wireddu newid cadarnhaol. • Ymwybyddiaeth ragorol o'r gwasanaethau a'r asiantaethau sy'n cynorthwyo teuluoedd a phobl ifanc yng Ngheredigion, a gwybodaeth ragorol amdanynt. • Gallu paratoi cofnodion ac adroddiadau cywir, a deall pwysigrwydd cadw mewn cysylltiad â'r rheolwr llinell bob amser. • Rheoli ac asesu risgiau, a sicrhau bod unigolion yn ddiogel bob amser tra bydd yn gofalu amdanynt. • Profiad o weithio mewn amgylchedd amlasiantaethol. • Gwybodaeth am anghenion teuluoedd a phlant sy'n agored i niwed.
Hyfforddiant/addysg y mae'n ofynnol eu cyflawni/mynd ati i'w	• Parodrwydd i ymgymryd â rhaglen berthnasol o hyfforddiant Datblygiad Proffesiynol Parhaus yn ôl y gofyn.

cyflawni ar gyfer y swydd	Hyfforddiant ym maes ymyriadau teuluol a/neu rianta, fel Cysylltiadau Teuluol neu'r Blynnyddoedd Rhyfeddol.
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Gofynion Dymunol	
Cymwysterau / Hyfforddiant	Profiad o gydgyssylltu ac o ddarparu rhaglenni rhianta sy'n seiliedig ar ymchwil, a gwybodaeth am ddatblygiad plant ar draws yr ystod oedran.
Sgiliau Ymarferol / Personol	Byddai'n ddymunol pe bai ymgeiswyr yn meddu ar yr hyn a ganlyn: - Hyder yn eu gallu i weithio gydag unigolion a grwpiau - Dealltwriaeth o'r Ddeddf Hawliau Dynol, Confensiwn y Cenhedloedd Unedig ar Hawliau'r Plentyn, a Deddf Gwasanaethau Cymdeithasol a Llesiant 2014 - Y gallu i baratoi cofnodion cryno a chynnil o unrhyw gamau a gymerwyd, a chofnodi'r canlyniadau - Y gallu i gyfrannu at asesiadau ac adolygiadau yn ysgrifenedig ac ar lafar - Dealltwriaeth o ddadansoddi ac adfyfrio yn eu gwaith - Y gallu i weithio gartref yn effeithiol, gan gynnwys band eang cyflym a dibynadwy o ansawdd da. - Profiad o gynorthwyo oedolion a theuluoedd ag anghenion ychwanegol a/neu gymhleth drwy bolisiau a gweithdrefnau sy'n ymwneud ag amddiffyn plant, iechyd, diogelwch a diogeledd, cyfrinachedd, a diogelu data.

Job Description

Post Name	Family Worker
Service	Porth Cymorth Cynnar
Grade	8
Spinal Point/s	18
Salary	£32,578-£34,811
Job Purpose	• To plan, support and supervise specific activities or pieces of work with children and young peoples and adults and their families who require care and support in conjunction with other agencies if required. • To develop and run interventions that promote good outcomes that will increase safety and resilience of service users. • The Family Worker has responsibility to design, develop and coordinate a range of bespoke approaches for individuals, families, children and young people including those who are experiencing challenging situations. • The Family Worker will be committed to working to a whole family perspective with responsibility to engage people in opportunities, activities and accredited learning that bring about positive change. This will involve utilising various methods as appropriate to the needs of the whole family, e.g. methods that will enhance skills and knowledge of the physical, personal, emotional and social development of children from childhood to adolescence. • The Family Worker will have responsibility for leading, planning, coordinating and delivering interventions and support to a designated age range and community. • They will also have responsibility to support the Family Support strategy in providing robust targeted and open access provisions, including group work and holiday programmes, throughout the county and in partnership with key statutory and voluntary stakeholders.
Contractual Work Location/Base	Cardigan Integrated Centre
Hours of Work	7.5 hour per week
Type of Contract	Part-time
Contract Duration	Fixed Term
Line Managers Job Title	Individual Support Co-ordinator
Supervisory/Managerial Responsibilities	None
Accountability	• To be fully aware and responsible for ensuring that all delivery to children, young people, individuals, parents and families adheres to Ceredigion County Council policies and procedures and any all other relevant national guidance.

	• To manage the timely collation and analysis of robust statistical data as required by Ceredigion County Council and relevant external agencies. • To continuously work using own initiative within the families own home and at allocated site locations throughout the county. • To work in line with various external provider health and safety policies and procedures when undertaking any off site activities (in relation to yourself and that of the individuals or families who you are responsible for.
Contractual Terms Associated with the Post	This post is subject to an Enhanced Adult and Child DBS check, including checks against both Barred Lists.
Duties and Responsibilities	
• Liaise and negotiate delivery of parent and child focussed interventions, working closely with the relevant key professionals to identify appropriate individuals, family members and / or groups of parents who would benefit from targeted parent or whole family support (including those where there is identified developmental delay and / or adverse experiences). • The Family Worker will measure and assess the individual or family needs in order to plan and deliver the most effective and supportive provision or intervention for them. • Lead and coordinate delivery of parent programmes and bespoke interventions that will assist parents to understand and support the physical, personal, emotional and social development of their children. These programmes and interventions will enhance family resilience and reduce vulnerabilities. This includes working sensitively and persuasively on an ongoing basis to address poor educational engagement; social exclusion; insecure housing and/or family breakdown. • Create and lead delivery of bespoke interventions to assist individuals, parents and families to develop skills and increase confidence to assist them to undertake tasks such as budgeting, healthcare and hygiene, household routines and support engagement with universal services. Developing and modifying these interventions on an ongoing basis for individuals and their families will require a high level of creation and innovation to resolve problems. • Lead and coordinate both targeted and open access parenting provision including Family Links, Helping Me Helping You, Take Time for You and Incredible Years in designated Family Centres, Schools and communities. The Family Worker will design events, activities and projects in their designated community working closely with voluntary and statutory partners ensuring that provisions are appropriate, fit-for-purpose. • The Family Worker will reflect a strengths based approach whilst practicing the Signs of Safety principles. • The Family Worker will work independently and as part of a team to coordinate various aspects of family support in designated communities in Ceredigion. The Family Worker will work in partnership with voluntary and statutory services in ensuring that other location-based opportunities can be pursued and managed for the benefit of families. • The Family Worker will work in partnership with statutory and voluntary services to coordinate opportunities that will be of benefit to parents, individuals, children and young people who are identified as vulnerable due to poor educational engagement, social exclusion, insecure housing and finances or the impact of adverse childhood experiences. • The Family Worker will have responsibility for leading and managing a caseload of families and will implement strategies for individuals within the family in either one-to-one or group contexts, working independently and as part of a team. Family Workers will be responsible for identifying risk and problem solving, ensuring families of all backgrounds engage in positive support and intervention.	

- Ensure that parents, individuals and young people receive access to appropriate information and advice services, signposting to other services and intensively assist them where needed to enable them to participate in a Fair and Equal Ceredigion.
- To have responsibility for developing and coordinating opportunities for families; parents, individuals, young people and children as defined by Welsh Government's Families First (2017), Flying Start and Healthy Child Wales programmes, Social Services & Wellbeing Act (2014) and in accordance with Ceredigion Wellbeing Plan (2018) Parenting in Wales: Guidance and Support 2014 and National Occupational Standards Guide for Social Care, Early Years & Childcare.
- Ensure robust monitoring systems are managed and completed professionally in order to evidence and report qualitative and quantitative data of work undertaken with parents individuals, and families in Ceredigion to meet local, regional and national requirements.
- Ensure up to date and accurate reporting is maintained to meet the requirements of early help, support and intervention services in line with current policy and legislation
- The Family Worker will need to ensure that all safeguarding procedures are adhered to competently and professionally.
- Ensure that all appropriate Health & Safety procedures and policies are adhered to at all times. The Family Worker has responsibility to ensure that all provision is planned and coordinated safely with robust risk assessment and reporting, as stated in Employee Health and Safety policy.
- To have knowledge and awareness of the relevant National and Local developments to support the appropriate implementation of initiatives for the benefit of families in Ceredigion.
- Ensure provision reflects the needs of parents individuals, children and young people by developing consultative mechanisms to secure the voice of the service user in service planning, development and evaluation
- Lead and supervise volunteers and apprentices that engage with parent and family provision.
- To have responsibility for any budget as required by the Team Manager- Parenting and Family Support as well as actively seeking external funding opportunities to enhance opportunities for families.
- Representation at key meetings as and when required to represent the views of family support services and assist families to contribute fully to decision making in regard to their children.
- To represent the service at local, regional and national groups, committees and events as appropriate.
- To contribute, update and maintain any web pages and / or social media sites owned by Early Intervention Services as appropriate, ensuring information for families is accessible.
- Undertake any other duties relevant to the role as required by the Team Manager- Parenting and Family Support and Corporate Manager for Early Intervention.

General Responsibilities

- 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
- 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
- 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 Requirements	
Academic / Professional / Technical / Vocational Qualifications	• A degree in working with children, young people and families, or the ability to demonstrate competence through experience (a minimum of three years). • For Flying Start-funded posts, a Level 3 qualification in Children's Care, Play, Learning and Development (CCPLD) or an equivalent qualification as defined by Social Care Wales is required.
Welsh Linguistic Skills:	The following linguistic skills will be required within 2 years of appointment. Listening & Speaking Level 5: Can contribute fluently and confidently in relation to all aspects of day-to-day work, including discussing and advising upon technical, specialist or sensitive matters. Reading Skills Level 5: Can understand reports, documents and articles he/she is likely to read during his/her work, including complicated concepts expressed in abstruse terms. Writing Skills Level 4: Can write business correspondence, short reports, e-mail messages and information literature with editorial assistance.
English Linguistic Skills:	You must possess the following linguistic skills when you start the position. Listening & Speaking Level 5: Can contribute fluently and confidently in relation to all aspects of day-to-day work, including discussing and advising upon technical, specialist or sensitive matters. Reading Skills Level 5: Can understand reports, documents and articles he/she is likely to read during his/her work, including complicated concepts expressed in abstruse terms. Writing Skills Level 5: Can write business correspondence, short reports, e-mail messages and information literature to an acceptable standard with the assistance of language tools. Can write detailed notes in a meeting whilst contributing fully.
Practical and personal skills	• Excellent negotiation and communication skills to engage effectively with service users, families, and partner agencies. • Ability and competence to work in a variety of settings. • Ability to build positive relationships with service users and to be creative and innovative in supporting them to make progress.

	• Awareness of policies, procedures, and processes relevant to the role. • Ability to develop and maintain professional relationships. • Ability to supervise staff and volunteers. • Ability to plan, monitor, and evaluate actions required to deliver services that meet identified needs. • Ability to communicate clearly and effectively with children and adults, demonstrating good written and verbal skills, preferably in both Welsh and English. • Willingness to undertake appropriate training to support professional development and skills enhancement. • Understanding of the functions and responsibilities of different professional environments and disciplines. • Ability to work constructively both as part of a team and independently. • Ability to manage challenging situations and support service users who may at times be anxious or distressed. • Ability to work inclusively to promote equality and support individuals to reach their full potential. • Understanding of, and ability to work in, a person-centred manner. • Awareness of cultural and linguistic issues. • IT skills across a range of systems and tools, for example client databases, email, online learning platforms, and Microsoft applications. • Ability to communicate effectively, both in writing and verbally, whether face-to-face or through remote technology. • Ability to manage own time, prioritise workload, and work as part of a team. • Ability to work flexibly under pressure and in the best interests of the person being assessed, whether a service user or carer. • Ability to support service users to participate in physical and outdoor activities. • Ability and competence to work in a variety of family settings, including homes, centres, schools, and community venues. • Ability to plan, monitor, and evaluate services provided to meet the identified needs of children, individuals, parents, and families using a strengths-based approach. • Ability to develop and maintain professional relationships with delivery partners and stakeholders. • Ability to lead, support, and supervise part-time staff, volunteers, and apprentices. • Ability to plan and coordinate a range of resources and designated budgets and take responsibility for them. • Ability to critically reflect on own practice, make informed decisions, and implement positive changes. • Ability to self-evaluate learning needs and actively seek learning opportunities.
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	• Ability to understand and apply relevant theories, including those relating to child learning and development and parenting programmes. • Understanding of how to develop positive interpersonal and family dynamics, together with experience of working effectively to achieve this. • Ability to work outside normal office hours, including evenings and weekends. This may occasionally include residential work. • Ability to drive and use their own vehicle to transport service users.
Required Experience	• Experience of working directly with children and/or young people and/or adults in groups, as families, or on a one-to-one basis. • Experience of supporting vulnerable children, young people, parents, and families, or those with additional needs, to achieve positive and measurable change. • Experience of partnership working and multi-agency working. • Experience of, or knowledge of, child protection and safeguarding procedures. • Experience of developing and delivering training programmes to small groups of parents, young people, and families. • Experience of developing and using social media channels and websites to share information, ideas, and views, together with knowledge of how to do so. • Experience of working closely with external professionals and key stakeholders to negotiate and advocate on behalf of families and young people to help them achieve their goals. • Experience of addressing the key issues affecting the lives of families and young people today and achieving positive change. • Excellent awareness and knowledge of the services and agencies that support families and young people in Ceredigion. • Ability to prepare accurate records and reports, and an understanding of the importance of maintaining regular communication with their line manager at all times. • Ability to manage and assess risks and ensure that individuals are kept safe at all times while in their care. • Experience of working in a multi-agency environment. • Knowledge of the needs of vulnerable families and children.
Training/education required to be undertaken for the post/worked towards	• Willingness to undertake a relevant programme of Continuing Professional Development (CPD) training as required. • Training in family intervention and/or parenting programmes, such as Family Links or The Incredible Years.

Desirable Requirements	
Qualifications / Training	Experience of coordinating and delivering evidence-based parenting programmes, with knowledge of child development across the age range.
Practical / Personal Skills	It would be desirable for applicants to possess the following: • Confidence in their ability to work with individuals and groups. • An understanding of the Human Rights Act, the United Nations Convention on the Rights of the Child (UNCRC), and the Social Services and Well-being (Wales) Act 2014. • The ability to prepare concise and accurate records of any actions taken and to document outcomes. • The ability to contribute to assessments and reviews, both in writing and verbally. • An understanding of analysis and reflective practice in their work. • The ability to work effectively from home, including access to high-quality, reliable, high-speed broadband. • Experience of supporting adults and families with additional and/or complex needs, in line with policies and procedures relating to child protection, health, safety and security, confidentiality, and data protection.