Disgrifiad Swydd

Teitl y Swydd	Cynorthwyydd Gwaith Cymdeithasol – Gofal wedi'i Gynllunio i Blant
Gwasanaeth	Porth Cynnal
Graddfa	8
Pwynt/iau Cyflog	18-22
Cyflog	£32,578 - £34,811
Pwrpas y Swydd	Cynnal asesiadau, neu gynorthwyo ag asesiadau, gan ddefnyddio dull teulu neu rwydwaith cyfan a methodoleg Arwyddion Diogelwch, a pharatoi a gweithredu cynlluniau gofal a chymorth ac ymyriadau priodol sy'n canolbwyntio ar atal, o dan oruchwyliaeth a gyda chymorth staff gwaith cymdeithasol cymwysedig. O fewn Gofal wedi'i Gynllunio i Blant, bydd y diben hwn yn berthnasol i waith dirprwyedig gyda phlant, pobl ifanc a'u teuluoedd. Bydd deiliad y swydd yn darparu cymorth ymarferol, yn hybu cyfranogiad plant, yn cyfrannu gwybodaeth at asesiadau ac adolygiadau, yn cyflawni ymyriadau y cytunwyd arnynt ac yn rhoi gwybod yn brydlon am bryderon neu newidiadau mewn amgylchiadau. Bydd y gwaith a ddyrannir yn adlewyrchu cymhwysedd deiliad y swydd a'r risg a aseswyd. Ni fydd y rôl yn cymryd lle cyfrifoldebau statudol gweithwyr cymdeithasol cymwysedig.
Lleoliad Gwaith Cytundebol	Penmorfa
Oriau Gwaith	37
Math o Gytundeb	Llawn-amser
Hyd y Cytundeb	Parhaol
Teitl swydd y Rheolwr Llinell	Rheolwr Tîm – Gofal wedi'i Gynllunio i Blant
Cyfrifoldebau Goruchwylio / Rheoli	Dim
Atebolrwydd	Rheolwr Tîm
Telerau Cytundebol sy'n Gysylltiedig â'r Swydd	Mae diogelu ac amddiffyn oedolion a phlant sydd mewn perygl yn flaenoriaethau allweddol i ni. Ein nod yw cefnogi oedolion, plant a phobl ifanc sydd mewn perygl, er mwyn sicrhau eu bod mor ddiogel â phosibl. Rydym yn cydnabod eu hawl i gael eu hamddiffyn, a byddwn yn cymryd camau i ddiogelu eu lles. Disgwylir i bob aelod o'r staff a phob gwirfoddolwr rannu'r ymrwymiad hwn, a byddwn yn gofyn am Wiriad Manwl gan y Gwasanaeth Datgelu a Gwahardd (DBS) cyn penodi i'r swydd hon.

Dyletswyddau a chyfrifoldebau

DYLETSWYDDAU

Gwaith Tîm

- Gweithio ar draws tîmau gofal cymdeithasol i reoli llwyth achosion defnyddwyr y gwasanaeth (oedolion/plant/pobl ifanc) gyda chefnogaeth ac o dan oruchwyliaeth staff cymwysedig.
- Gweithio mewn partneriaeth gyda staff o asiantaethau eraill e.e. y Sector Iechyd a Gwirfoddol ac ymgymryd â rôl gydgysylltu lle y bo'n briodol.
- Mynd i gyfarfodydd amlddisgyblaethol i gynrychioli'r safbwynt gofal cymdeithasol, hybu annibyniaeth, dewis ac ymreolaeth lle y bo'n briodol.

Asesiadau a Gweithio gyda Defnyddwyr y Gwasanaeth, Teuluoedd a Gofalwyr

- Ymgymryd neu gynorthwyo ag asesiadau ar blant, teuluoedd neu oedolion unigol lle bo gan yr unigolion hynny anghenion cymorth (bydd hyn yn cynnwys defnyddwyr y gwasanaeth a gofalwyr fel ei gilydd) i ddynodi sut y gellir bodloni orau anghenion yr unigolyn/teulu dan sylw, a'u diogelu, drwy wasanaethau ac ymyraethau priodol.
- Ymgymryd neu gynorthwyo ag asesiadau ar allu i fagu plant mewn teuluoedd a dynodi'r cymorth priodol i fodloni anghenion y rhieni hynny er sicrhau eu bod yn gallu diwallu anghenion eu plant.
- Cynnig neu helpu i ddynodi ffynhonnell briodol ar gyfer cymorth i rianta neu gefnogaeth i ofalwyr lle bo anghenion dynodedig.
- Monitro ac adolygu, lle y bo'n briodol, Ran 4 y cynlluniau gofal a chymorth i sicrhau eu bod yn bodloni anghenion yr unigolyn, a'i fod yn gwneud cynnydd.
- Cymhwyso methodoleg y fframwaith ymarfer Arwyddion Diogelwch i:
    - ymgymryd ag asesiadau prydlon gyda theuluoedd a rhwydweithiau gan ddatblygu, cyflenwi, monitro ac adolygu ymyraethau yn ôl y gofyn i fodloni amserlenni perthnasol.
    - cyflenwi gwaith sy'n canolbwyntio ar berson ac ar ddeilliannau gydag unigolion, teuluoedd, gofalwyr, grwpiau a chymunedau sy'n hybu annibyniaeth, lles a chynhwysiant cymdeithasol.
- Cynorthwyo defnyddwyr y gwasanaeth, teuluoedd a gofalwyr i gyfranogi mewn unrhyw broses asesu a rhoi'r wybodaeth briodol iddynt i'w galluogi i wneud penderfyniadau gwybodus ynghylch y gwasanaethau hynny sydd ar gael.
- Eiriol ag unigolion, teuluoedd, gofalwyr, grwpiau a chymunedau neu ar eu rhan, neu eu cynorthwyo i gael mynediad at wasanaethau eirioli annibynnol.
- Lle y bo'n briodol, darparu gwybodaeth a chymorth i unigolion (gan gynnwys y goblygiadau ariannol) i fynd at ddarpariaeth arbenigol a chartrefi gofal.
- Cyfranogi wrth gwblhau offerynnau asesu priodol a ddefnyddir i bennu lefel yr angen a fydd yn cyfrannu at gynlluniau gofal a chymorth unigolion.

Dadansoddi a Barnu

- Ymgymryd ag ymholiadau parhaus ac ymateb iddynt; casglu a dadansoddi gwybodaeth a fydd yn llywio penderfyniadau a datblygu barn proffesiynol.
- Rhagnodi atebion ar gyfer pob angen dynodedig, fel mân offer ac addasiadau sy'n hybu annibyniaeth defnyddwyr y gwasanaeth, rhoi cymorth a seibiannau posib i ofalwyr a mynediad i gymorth i deuluoedd yn y gymuned.
- Cyfrannu at ddatblygu, cynllunio a rheoli'r adnoddau sydd ar gael i gynorthwyo ymyraethau gofal cymdeithasol a chwblhau dogfennaeth ariannol a chomisiynu lle y bo'n briodol ac yn unol â pholisïau a gweithdrefnau'r gwasanaeth.
- Llunio a gweithredu Cynlluniau Gofal a Chymorth sy'n canolbwyntio ar y teulu ac ar ddeilliannau ac sy'n ymateb yn hyblyg i anghenion newidiol teuluoedd.

Sicrwydd Ansawdd

- Sicrhau bod cymorth wedi'i drefnu i fodloni anghenion asesedig.
- Gwerthuso bodlonrwydd defnyddwyr y gwasanaeth o ran y cymorth a ddarperir
- Asesu risgiau mewn modd cadarnhaol a, lle y bo gofyn, datblygu cynlluniau rheoli risgiau wrth weithredu cynllun cefnogi teuluoedd neu reoli cynnydd parhaus.
- Cynnal cofnodion priodol yn unol â gofynion y Cyngor neu'r Gwasanaeth gan gynnwys cofnod clir o asesiadau, cynlluniau gofal a darpariaeth gwybodaeth ystadegol.

Cyfrifoldebau Cyffredinol

- O dan oruchwyliaeth a chymorth staff cymwysedig, datblygu lefel wybodaeth, dealltwriaeth a sgiliau sy'n angenrheidiol i ddangos cymhwysedd mewn tasgau gwaith cymdeithasol a bodloni'r safonau gofynnol.

- Hyrwyddo'n weithredol y Gymraeg a'r iaith a ffefrir gan ddefnyddwyr y gwasanaeth yn ôl gofynion safonau'r Gymraeg a fframwaith Mwy na Geiriau....
- Datblygu partneriaeth waith effeithiol gyda chydweithwyr mewnol ac allanol ac asiantaethau eraill.
- Hyrwyddo'r cysyniad o 'Urddas mewn Gofal', amddiffyn hawliau'r teulu gan roi llais a rheolaeth iddynt a bod yn ymwybodol o'r polisïau a'r gweithdrefnau; cymryd y camau gweithredu priodol i warchod defnyddwyr y gwasanaeth.
- Bod yn ymwybodol o Drefniadau Amddiffyn Rhyddid y Cyngor a chynghori awdurdodau rheoli e.e. cartrefi gofal ynghylch sut y gallant wneud atgyfeiriadau priodol mewn sefyllfaoedd lle y gallai amddifadu o ryddid fod yn ffactor.
- Cadw at ganllawiau a deddfwriaeth statudol perthnasol, polisïau a gweithdrefnau mewnol mewn perthynas â materion gweinyddol a phroffesiynol.
- Mynd i gyfarfodydd tîm, sesiynau goruchwylio a chyrsiau hyfforddiant pan fo'n briodol ac yn ôl cyfarwyddyd y Rheolwr Tîm, ar gyfer datblygiad personol a phroffesiynol.

Cyfeirnod at Ddibenion Gwerthuso Swyddi	JD 1444

Manyleb y Person

Gofynion Hanfodol	
Cymwysterau Academaidd / Proffesiynol / Technegol / Galwedigaethol	HNC/Cymhwyster Nyrsio/NVQ4 mewn Gofal/Diploma Cenedlaethol QCF, Lefel 5 Iechyd a Gofal Cymdeithasol, K101 neu gyfwerth Asesydd Profedig (neu gyfwerth)
Sgiliau Ieithyddol Cymraeg:	**Bydd angen y sgiliau ieithyddol canlynol o fewn 2 flynedd i'r penodiad.** **Gwrando a Siarad** **Lefel 3:** Medru deall a chymryd rhan yn y rhan fwyaf o sgyrsiau arferol o ddydd i ddydd yn y swyddfa. Medru cynnig cyngor i'r cyhoedd ar faterion cyffredinol mewn perthynas a'r swydd, er yn gorfod troi i Saesneg ar gyfer termau technegol neu arbenigol. Medru cyfrannu i gyfarfod neu gyflwyniad ar faterion cyffredinol mewn perthynas a'r swydd, er yn gorfod troi i Saesneg ar gyfer termau technegol neu arbenigol. **Sgiliau Darllen** **Lefel 2:** Gallu deall y rhan fwyaf o adroddiadau byr a chyfarwyddiadau arferol o fewn arbenigedd y gwaith, ar yr amod bod digon o amser yn cael ei ganiatáu. **Sgiliau Ysgrifennu** **Lefel 2:** Medru llunio neges fer syml ar bapur neu e-bost i gydweithiwr o fewn y Cyngor neu gyswllt cyfarwydd y tu allan i'r Cyngor.
Sgiliau Ieithyddol Saesneg:	**Rhaid i chi feddu ar y sgiliau ieithyddol canlynol pan fyddwch chi'n dechrau'r swydd.** **Gwrando 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	**Gwybodaeth Ymarferol** • Dealltwriaeth o waith y gwasanaethau gofal cymdeithasol mewn Awdurdodau Lleol • Dealltwriaeth o rôl Tîm Amlddisgyblaethol • Gwybodaeth a dealltwriaeth am ddeddfwriaeth allweddol a Rheoliadau, e.e. Diogelu, Deddf Galluedd Meddyliol, Mesur Iechyd Meddwl Deddf Gwasanaethau Cymdeithasol a

	Llesiant, Diogelwch Amddiffyn Rhyddid a Deddfau Plant yn ogystal â'r codau ymarfer sy'n sail i'r gwasanaethau gofal cymdeithasol. • Profiad o ddulliau atal ac ailalluogi sy'n gwella annibyniaeth • Profiad o asesu gofal a chynllunio cymorth • Dealltwriaeth o anghenion corfforol a seicolegol unigolion bregus a'u gofalwyr • Gwybodaeth am yr ystod o wasanaethau cyffredinol sydd wedi'u lleoli yn y gymuned, y sector statudol a'r sector gwirfoddol a all roi cymorth i unigolion bregus. **Nodweddion Personol** • Meddu ar ymwybyddiaeth o faterion diwylliannol a ieithyddol • Sgiliau TG ar draws ystod o systemau ac offerynnau e.e. cronfa ddata cleientiaid gofal cymdeithasol, e-bost, rhaglenni addysgu sy'n seiliedig ar y rhyngrwyd a chymwysiadau Microsoft • Bod yn effeithiol wrth gyfathrebu ar lafar ac yn ysgrifenedig; wyneb yn wyneb ac wrth ddefnyddio technoleg o bell. • Yn medru meddwl yn resymegol wrth ddatblygu gwasanaethau; teilwra pecynnau cymorth sy'n canolbwyntio ar adferiad at anghenion a llais yr unigolyn. • Sgiliau da wrth drefnu eich gwaith eich hun gan symud gwaith brys yn ei flaen yn briodol ymysg llwyth achosion cymysg. • Yn medru rheoli eich amser eich hun, blaenoriaethu llwyth gwaith a gweithio fel aelod o dîm. • Yn medru gweithio'n hyblyg o dan bwysau ac er budd pennaf y person a asesir, boed hwnnw yn ddefnyddiwr y gwasanaeth neu'n ofalwr.
Profiad Hanfodol	**Rhaid i ymgeiswyr feddu ar:** • y defnydd o gar bob amser er mwyn ymgymryd â dyletswyddau'r swydd • profiad o weithio mewn lleoliad Gwasanaethau Cymdeithasol neu Iechyd
Hyfforddiant/addysg y mae'n ofynnol eu cyflawni/mynd ati i'w cyflawni ar gyfer y swydd	Asesydd Profedig (neu gyfwerth) os na chyflawnwyd hyn cyn y penodiad

Gofynion Dymunol	
Cymwysterau / Hyfforddiant	
Sgiliau Ymarferol / Personol	**Mae'n ddymunol i ymgeiswyr feddu ar:** • Brofiad o weithio gyda phlant a phobl hŷn neu bobl ag anabledd • Profiad o asesu anghenion plant, teuluoedd ac oedolion • Dealltwriaeth o ddatblygiad plentyn • Profiad o hybu annibyniaeth unigolyn neu deulu drwy gefnogaeth, eiriolaeth, y defnydd o gyfarpar, technoleg gynorthwyol a/neu arfer dull ailalluogi

	• Profiad o weithio gyda phlant ac oedolion unigol yn eu cartrefi eu hunain, yn y gymuned ac ar sail un-i-un. • Y gallu i weithio gartref yn effeithiol â mynediad at gyflymder band eang dibynadwy, o ansawdd

Job Description

Post Name	Social Work Assistant – Planned Care Children
Service	Porth Cynnal
Grade	8
Spinal Point/s	18-22
Salary	£32,578 - £34,811
Job Purpose	To undertake or assist with assessments using a whole-family or network approach and Signs of Safety methodology, and to develop and implement appropriate care and support plans and interventions with a focus on prevention, under the supervision and with the support of qualified social work staff. Within Planned Care Children, this purpose will be applied to delegated work with children, young people and their families. The post holder will provide practical support, promote children's participation, contribute information to assessments and reviews, deliver agreed interventions and promptly report concerns or changes in circumstances. Allocation will reflect the post holder's competence and assessed risk. The role will not replace the statutory responsibilities of qualified social workers.
Contractual Work Location/Base	Penmorfa
Hours of Work	37
Type of Contract	Full-time
Contract Duration	Permanent
Line Managers Job Title	Team Manager – Planned Care Children
Supervisory/Managerial Responsibilities	None
Accountability	Team Manager
Contractual Terms Associated with the Post	Safeguarding and protecting adults and children at risk are key priorities for us. We aim to support adults, children and young people at risk to ensure they are as safe as they can possibly be. We acknowledge their right to protection and will take action to safeguard their welfare. Each member of staff and volunteer is expected to share this commitment, and we will require an Enhanced Check by the Disclosure and Barring Service (DBS) before appointing to this post.
Duties and Responsibilities	

DUTIES

Team Working

- Work across social care teams to manage a caseload of service users children and young people with the support and under the supervision of qualified staff.
- Work in partnership with staff from other agencies, e.g. Health and Voluntary Sector and undertake a co-ordinating role where appropriate.
- Attend multi-disciplinary meetings to represent the social care perspective, promoting independence, choice and autonomy where appropriate.

Assessments and Working with Service Users, Families and Carers

- Undertake or assist with assessments of individual children, families or adults where those individuals have support needs (this will include both individual service users and carers) to identify how the needs of the individual/family can be best met and safeguarded, through appropriate services and interventions.
- Undertake or assist with assessments of parenting capacity within a family and identify the appropriate support to meet the needs of those parents to ensure that they are able to meet the needs of their children.
- Offer or help identify an appropriate source, for parenting support or support for carers where there is an identified need.
- Monitor and review where appropriate Part 4 care and support plans, to ensure that they are meeting the needs of the individual and progressing.
- Apply the methodology of the Signs of Safety practice framework to:
    - undertake timely assessments across families and networks, developing, delivering, monitoring and reviewing interventions as required to meet relevant timescales.
    - deliver person-centered, outcome focused work with individuals, families, carers, groups and communities that promotes independence, wellbeing and social inclusion.
- Assist service users, families and carers to participate in any assessment processes and provide them with appropriate information to enable them to make informed choices about those services available.
- Advocate with and on behalf of individuals, families, carers, groups and communities, or assist them to access independent advocacy services.
- Where appropriate, provide information and support for individuals (including funding implications) to access specialist provision and care homes.
- Participate in completion of appropriate assessment tools used to determine level of need to inform individuals' care and support plans

Analysis and Judgement

- Undertake and respond to ongoing enquiries; gathering and analysing information to inform decisions and develop professional judgement.
- Prescribe solutions for all identified needs such as minor equipment and adaptations that promote service user independence, support and possible breaks for carers and access to community support for families.
- Contribute to the development, planning and control of resources available to support social care interventions and complete commissioning and financial documentation where appropriate and in accordance with service policies and procedures.
- Construct and implement Care and Support Plans that are family-centered and outcome focused that respond flexibly to changing needs of the family.

Quality Assurance

- Ensure that the support in place is meeting assessed needs
- To evaluate the service user's satisfaction with the support provided
- To assess risk positively and where necessary develop risk management plans when implementing family support plan or managing ongoing progress.
- Maintain appropriate records in accordance with Council or Service requirements, including a clear record of assessments, care plans and the provision of statistical information.

General Responsibilities

- Under the supervision and support of qualified staff, develop the level of knowledge, understanding and skills required to evidence competence in social work tasks and meet the required standards

- Actively promote the Welsh language and service user language preferences as required by the Welsh language standards and More than Just Words framework.
- Develop effective partnership working with internal and external colleagues and other agencies
- Promote the concept of “dignity in care”, protecting the family rights giving them voice and control and to be aware of the Safeguarding policies and procedures; taking appropriate action to protect service users.
- Be aware of the Council’s Liberty Protection Safeguards (LPS) procedures and to advise managing authorities, e.g. care homes of how they can make an appropriate referrals in situations where deprivation of liberty might be a factor.
- Adhere to relevant statutory legislation and guidance, internal policies and procedures in relation to professional and administrative matters.
- To attend team meetings, supervision sessions and training courses when appropriate and as directed by the Team Manager, for personal and professional development.

Job Evaluation Post Ref	JD 1444

Person Specification

Essential Requirements	
Academic / Professional / Technical / Vocational Qualifications	HNC/Nursing Qualification/NVQ4 in Care/QCF National Diploma Health & Social Care Level 5, K101 or equivalent Trusted Assessor (or equivalent)
Welsh Linguistic Skills:	**The following linguistic skills will be required within 2 years of appointment.** **Listening & Speaking** **Level 3:** Can understand and participate in most day-to-day non-technical conversations in the office. Can advise the public on general matters within own area of work, but must turn to preferred language for technical or specialist terms. Can contribute to meetings or presentations within own area of work, but must turn to preferred language for technical or specialist terms. **Reading Skills** **Level 2:** Can understand most short reports and familiar instructions within his/her own area of expertise, provided enough time is given. **Writing Skills** **Level 2:** Can write a short simple message on paper or by e-mail to a colleague within the Council or a known external contact.
English Linguistic Skills:	**You must 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	**Practical Knowledge** • Understanding of the work of the social care services in Local Authorities • Understanding the roles of a multi-disciplinary Team • Knowledge and understanding of key legislation and Regulations, e.g. Safeguarding, Mental Capacity Act, Mental Health Measure SSWBA, Liberty Protection Safeguards, and Children's Acts as well as the codes of practice underpinning social care services • Experience of preventative and reablement approaches that improve independence • Experience of care assessment and support planning • Understanding of the physical and psychological needs of vulnerable individuals and their carers

	• Knowledge of the range of statutory, voluntary sector and community based universal services that can support vulnerable individuals. **Personal Attributes** • Have an awareness of cultural and language issues • IT skills across a range of systems and tools, e.g. social care client database, e-mail, internet based learning programs and Microsoft applications. • Be effective in written and verbal communications; both face to face and using remote technology. • Be able to think laterally when developing services; tailoring recovery focused support packages to the individual's needs and voice. • Organisational skills to arrange own work time taking account of progressing urgent work appropriately within a mixed caseload • Be able to manage your own time and prioritise workloads and work as a member of a team • Be able to work flexibly when under pressure and in the best interest of the assessed person, be that service user or carer
Required Experience	**Candidates must have:** • access to a car at all times to undertake the duties of the post • experience of working within a Social Services or Health setting
Training/education required to be undertaken for the post/worked towards	Qualified Assessor (or equivalent) if this was not completed prior to the appointment

Desirable Requirements	
Qualifications / Training	
Practical / Personal Skills	**It is desirable for candidates to have:** • Experience of working with children and older people, or people with a disability • Experience of assessing the needs of children, families and adults • An understanding of child development • Experience of promoting an individual's or family's independence, through support, advocacy, the use of equipment, assistive technology, and/or using a re-ablement approach • Experience of working with individual children and adults in their own homes, in the community and on a one-to-one basis • The ability to work effectively from home, including good quality reliable broadband speed