# Gweithiwr Cefnogi a Gofal Annibyniaeth yn y Cartref

**Cyfeirnod y swydd: AHCS00004D1AGE**
**Lleoliad: Gofal Tai Ychwanegol Gorwel Newydd, Y Rhyl**
**Cyflog: Gradd 4, £15.07 - £15.31 yr awr**
**Oriau: 26 oriau y wythnos (Dydd/Nos)**
**Contract: Parhaol**

Mae'r tîm Annibyniaeth yn y Cartref yn canolbwyntio ar gefnogi dinasyddion ar draws Sir Ddinbych i fod mor annibynnol â phosibl yn eu cartrefi a'u cymunedau eu hunain.

Rydym yn chwilio am unigolyn clên a thosturiol gyda natur garedig sy'n awyddus i helpu eraill. Fel aelod o dîm Ardal, byddwch yn gweithio gyda dinasyddion i gyflawni eu canlyniadau cytunedig. Gallai'r gefnogaeth hon gynnwys darparu gofal personol.

Mae sifft nos fel rheol o 9pm tan 7am, gyda 9 awr yn cael ei dalu ar raddfa gyflog uwch.

Byddwn yn cynnig cyflwyniad llawn, goruchwyliaeth reolaidd a mynediad at gyfleoedd hyfforddi a datblygu ac yn cefnogi cyfleoedd ar gyfer datblygiad gyrfaol.

Rydym hefyd yn cynnig amrywiaeth o fuddion eraill i weithwyr, yn cynnwys:

- Gwyliau blynyddol hael
- Cynllun Pensiwn Llywodraeth Leol
- Mynediad at Raglen Cymorth i Weithwyr
- Arbedion Ffordd o Fyw trwy Wobrau Uniongyrchol CSDd (siopa, gwyliau, dyddiau allan)
- Polisïau Cyfeillgar i Deuluoedd

Penodiad yn amodol ar Wiriad Gwasanaeth Datgelu a Gwahardd a geirdaon boddhaol.

Os oes arnoch chi eisiau helpu eraill ac yn awyddus i gael gyrfa werth chweil gyda Chyngor Sir Ddinbych, cysylltwch â Julie Bamber, Reolwr Tîm am drafodaeth anffurfiol ar 01824 708366.

Os oes gennych ddiddordeb yn y swydd wag hon, gwnewch gais ar-lein trwy ein gwefan www.sirddinbych.gov.uk Am ddulliau eraill o wneud cais, cysylltwch â'r Adran Gwasanaethau Cwsmeriaid ar 01824 706100.
Rhaid i ymgeiswyr gwblhau ein ffurflen gais i gael ei ystyried. Mae'n ddrwg gennym nad ydym yn gallu ateb pob cais. Os nad ydych wedi derbyn ateb o fewn tair wythnos i'r dyddiad cau, dylech gymryd yn ganiatâol nad ydych wedi cyrraedd y rhestr fer am gyfweliad.

*Rydym hefo'r hawl i gau'r swydd hon yn gynnar os rydym yn derbyn digon o geisiadau am y rôl. Felly, os oes gennych ddiddordeb, gyrrwch eich cais mor gynnar â phosibl.*

**Mae Cyngor Sir Ddinbych yn ymroddedig i Gyfle Cyfartal a'i Safonau Iaith Gymraeg. Rydym yn croesawu ceisiadau yn y Gymraeg. Sylwch na fydd unrhyw ffurflenni cais a dderbynnir yn y Gymraeg yn cael eu trin yn llai ffafriol na ffurflenni cais a gyflwynwyd yn Saesneg.**

# Independence at Home Care and Support Worker

**Job reference: AHCS00004D1AGE**
**Location: Gorwel Newydd Extra Care Housing Scheme, Rhyl**
**Salary: Grade 4, £15.07 - £15.31 per hour**
**Hours: 26 hours per week (Day/Night)**
**Contract: Permanent**

The Independence at Home Team is focussed on supporting citizens across Denbighshire to remain as independent as possible within their own homes and communities.

We are looking for a kind, compassionate person who has a caring nature and wants to help others. As a member of the Locality team, you will work with citizens to achieve their agreed outcomes. This support may include providing some personal care.

A typical night shift would be from 9pm until 7am of which 9 hours will be paid an enhanced pay rate.

We will offer you a full induction, regular supervision and access to training and development opportunities as well as support opportunities for career progression.

We also offer a range of employee benefits including:

- Generous annual leave
- Local Government Pension Scheme
- Access to an Employee Assistance Programme
- Lifestyle savings via DCC Rewards Direct (shopping, holidays, days out)
- Family friendly policies.

Appointment subject to Disclosure & Barring Service Check, satisfactory references.

If you have a genuine desire to help others and would like a rewarding career with Denbighshire County Council, contact Julie Bamber, Team Manager on 01824 708366.

If you are interested in this vacancy, please apply on-line via the website www.denbighshire.gov.uk. For alternative methods of applying please contact Customer Services on 01824 706101.

Candidates must complete our application form to be considered. We regret that we are unable to reply to all applications. If you have not received a reply within three weeks of the closing date, you must assume that you have not been short listed for interview.

*We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible.*

**Denbighshire County Council is committed to Equal Opportunities and its Welsh Language Standards. We welcome applications in the Welsh Language and application forms received in the Welsh Language will not be treated less favourably than an application form submitted in English.**

# CYNGOR SIR DDINBYCH SWYDD-DDISGRIFIAD

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| **Teitl y Swydd:** | **Gweithiwr Cefnogi a Gofal Annibyniaeth yn y Cartref** |
| **Graddfa:** | **4** |
| **Gwasanaeth:** | **Gwasanaeth Gofal Cymdeithasol Oedolion a Digartrefedd** |
| **Maes Gwasanaeth:** | **Annibyniaeth yn y Cartref** |
| **Yn atebol i:** | **Uwch Weithiwr Gofal a Chymorth Annibyniaeth yn y Cartref / Rheolwr Cofrestredig** |
| **Cyfeirnod y Swydd / Dyddiad cyhoeddi:** | **03660 / Gorffennaf 2024** |
| **Categori Iaith Gymraeg:** | **Mae sgiliau iaith Gymraeg yn ddymunol - lefel 1**<br>**Lefelau o ran sgiliau Cymraeg** |

**Pwrpas y Swydd**

Bydd deiliad y swydd yn aelod o'r tîm Ardal, byddant yn rhoi cynlluniau gofal ar waith a fydd yn canolbwyntio ar ganlyniadau gyda'r nod o hyrwyddo annibyniaeth trwy helpu dinasyddion i wneud pethau drostynt eu hunain, i wneud y mwyaf o'u gallu i fyw bywyd mor annibynnol â phosibl trwy gefnogi'r person yn gyfan gwbl – trwy fynd i'r afael â'u hanghenion corfforol, cymdeithasol ac emosiynol. Nod y rôl yw cefnogi defnyddwyr gwasanaeth yn eu cartrefi eu hunain neu leoliadau cymunedol eraill i wneud y mwyaf o'u hannibyniaeth a gwella eu hiechyd a'u lles mewn modd cydlynol. Byddant yn gweithio i ganllawiau a phrotocolau clir gyda goruchwyliaeth anuniongyrchol drwy gydol y shifft, neu ranohono.

Darperir y gwasanaeth dros 7 niwrnod. Bydd y diwrnodau a'r oriau a weithir yn hyblyg [o fewnoriau a gontractiwyd].

**Prif Gyfrifoldebau**

I weithredu rhaglen ofal a/neu gefnogi fel y nodwyd yn y cynllun gofal rhagnodedig, sy'n cynnwys gofalwyr a pherthnasau fel y bo'n briodol. Fe allai hyn gynnwys rhaglen tymor byr o gynorthwyo pobl i gael mynediad at gyfleusterau cymunedol ac ymgysylltu â hobïau, neu fe allai hyn olygu cefnogi gweithwyr proffesiynol cofrestredig i weithredu ymyriadau trin therapiwtig.

Cefnogi pobl i fyw yn y cartref drwy gynorthwyo a goruchwylio,gynnal gofal personol a sgiliau bywyd, a hyrwyddo ac annog annibyniaeth a hyder lle bo'n bosiblfel y nodir yn y cynllun gofal.

Sicrhau y gallwch chi a'r holl ddinasyddion ddefnyddio'r holl gyfarpar cymunedol yn ddiogel ar ôlderbyn hyfforddiant priodol ac ar ôl llenwi asesiad risg gan uwch aelod o'r tîm.

I adrodd yn rheolaidd ar gynnydd cleientiaid ac ymateb i weithgareddau i weithwyr proffesiynol cofrestredig, gan nodi problemau i uwch aelodau priodol o'r Tîm Amlddisgyblaethol.

Bydd hyn yn cynnwys cyfrannu at adolygiad ffurfiol o anghenion dinasyddion a chyfranogiadmewn cyfarfodydd tîm i hyrwyddo cyfathrebu effeithiol gyda holl aelodau'r tîm.

Darparu gwybodaeth a chyngor am gyfleusterau cymunedol ac asiantaethau allanol er mwynhyrwyddo dewis a lles ac i fodloni'r canlyniadau cytunedig ar gyfer y dinesydd.

Gweithredu'n briodol er mwyn diogelu'r holl oedolion diamddiffyn yn ogystal ag adnabod, adrodd ac ymateb yn briodol i unrhyw argyfwng neu sefyllfa frys.

Llenwi cofnodion adroddiadau dyddiol a chofnodi gwybodaeth berthnasol ar systemau cyfrifiadurol ar gyfer dinasyddion unigol a chynnal cyfrinachedd yn unol â pholisi'r Gwasanaethau Cymdeithasol.

Rhoi diwedd ar ymyrraeth yn unol ag arferion da a dangos gweithgareddau i unrhyw ddarparwyrgofal cartref a fydd yn parhau

**Cyfrifoldebau Ychwanegol**

Gweithio gyda sensitifrwydd, urddas a pharch a darparu safon uchel o ofal bob amser, yn unol âgofynion sefydliadol.

Ymgymryd â rhaglenni hyfforddi gorfodol yn unol â'r Polisi Sefydliadol a mynychu hyfforddiantrheolaidd i ddiweddaru sgiliau a chynnal portffolio o ddatblygiad personol. Rhaid i bob gweithgaredd a gyflawnir fod yn gyfyngedig i'r rhai y mae deiliad y swydd wedi cael ei asesu a'ubod yn gymwys i ymgymryd â nhw.

Gofyn am oruchwyliaeth os oes ganddynt amheuon ar unrhyw bryd ynghylch eu cymhwysedd arunwaith.

Cadw at Bolisïau, Canllawiau a Threfnau Sefydliadol h.y. Gweithwyr sy'n Gweithio ar eu Pen euHunain, Rheoli Haint.

Cydnabod bod ganddynt ddyletswydd gofal statudol am eu diogelwch personol eu hunain ynogystal â diogelwch eraill a all gael eu heffeithio gan eu gweithgareddau neu fethiant.

Sichrau bod gwiriadau diogelwch a diogeledd adeilad/amgylchedd y cytunwyd arnyny yn cael eu cynnal yn unol â chyfarwyddyd y reholwr llinell.

Rhoi gwybod am unrhyw offer peryglus neu ddiffygiol.

**Adnoddau / Offer / Deunyddiau**

Offer Codi a Symud yn Gorfforol, Offer Diogelu Personol h.y. Gwisg, menig untro, ffonau symudol,taflenni cofnodi cyfathrebu, taflenni amser,

Polisïau a gweithdrefnau Cyngor sir Ddinbych h.y. cod ymddygiad, cyfrinachedd

**Goruchwylio / Rheoli Pobl**

Nid yw'r gweithiwr cefnogi a gofal yn gyfrifol am reoli unrhyw staff, er efallai y bydd disgwyl iddynt gefnogi aelodau tîm newydd yn eu gwaith.

## Gwybodaeth, Sgiliau, Hyfforddiant a Phrofiad

Aelod effeithlon a phroffesiynol ac ysgogol o dîm

Ymagwedd hyblyg tuag at ddyletswyddau ac oriau gwaith ac yn gallu gweithio gydag ychydigiawn o gefnogaeth

Sgiliau rhyngbersonol ardderchog gyda'r gallu i gyfathrebu'n effeithiol gydag amrywiaeth o boblSafon dda o addysg gyffredinol

NVQ Lefel 2 mewn Iechyd a Gofal Cymdeithasol neu gymhwyster neu brofiad cyfwerth

Profiad mewn lleoliadau gofal cymdeithasol ac o fewn y gymuned

Profiad o ddarparu cefnogaeth ymarferol gyda gweithgareddau bywyd bob dyddGallu arsylwi a chynhyrchu cofnodion da

Gallu gweithredu'n gydlynol fel aelod o dîm amlddisgyblaethol, amlasiantaeth.

Gallu cyflawni dyletswyddau dirprwyedig, hy, derbyn cyfarwyddyd, adrodd yn ôl i oruchwyliwr/gweithiwr proffesiynol priodol, gweithio o fewn canllawiau ac ymateb yn briodol iadborth

Gallu gweithredu'n ddigyffro mewn argyfwng ac ymateb mewn modd proffesiynol i sefyllfaoeddheriol o straen

Unigolyn dibynadwy a hyblyg gyda gallu i flaenoriaethu a gweithio'n rhagweithiol

Meddu ar sgiliau rhifedd a llythrennedd sylfaenol er mwyn gallu cwblhau cofnodion a nodiadauSgiliau astudio sylfaenol

Sgiliau gwrando, cyfathrebu a rhyngbersonol ardderchog gyda'r gallu i roi a derbyn gwybodaethsensitif ynghylch salwch a thriniaeth dinesydd.

Dealltwriaeth dda am bwysigrwydd hyrwyddo annibyniaeth a'r cysyniad o ailalluogi a gofal canolraddol.

## Amodau Gwaith Arbennig

Trefniadau gweithio ar eich pen eich hun yn berthnasol

Gweithio yng nghartrefi Dinasyddion yn y Gymuned

Gofal Ychwanegol – Gweithio yn ystod y nos

Darperir y gwasanaeth dros 7 niwrnod. Bydd y diwrnodau a'r oriau a weithir yn hyblyg [o fewnoriau a gontractiwyd].

## Archwiliadau Cyflogaeth / Gofynion Penodol

Mae'n ofynnol i bob aelod newydd o staff fynd drwy ein gwiriadau recriwtio mwy diogel; clirhad DBS, 2 eirda boddhaol yn cwmpasu 3 blynedd o gyflogaeth, tystiolaeth o gymwysterauhanfodol, tystiolaeth o'r Hawl i Weithio yn y DU, tystiolaeth o gofrestru gyda Gofal Cymdeithasol Cymru.

Mae Cyngor Sir Ddinbych yn cydnabod ei rwymedigaethau i ddiogelu plant ac atal caethwasiaeth a masnachu mewn pobl, gan wneud popeth o fewn ei allu i atal caethwasiaeth a masnachu mewn pobl o fewn ei fusnesau. Mae sawl math o gaethwasiaethmodern, gan gynnwys masnachu mewn pobl, llafur gorfodol, caethiwed a chaethwasiaeth.

Mae diogelwch yn bwysig i bawb, ac mae gofyn i holl gyflogeion Sir Ddinbych weithio yn unol âpholisïau a gweithdrefnau Diogelu Oedolion / Plant y Cyngor, mae dyletswydd arnynt i roi gwybod am unrhyw bryderon sy'n codi yn ystod eu dyletswyddau a bod yn ymwybodol o arwyddion camfanteisio. Dylid codi unrhyw bryderon â'r Rheolwr Diogelu Penodedig er mwyn i'r Cyngor allu gweithredu pan gaiff camfanteisio ei adnabod..

**Gweledigaeth / Cyd-destun**

Bydd y swydd yn llunio rhan o dîm amlddisgyblaethol a fydd yn darparu gwasanaethau ar draws Sir Ddinbych ac yn cynnwys gweithio'n agos â chydweithwyr. Bydd arferion arloesol yn cael eu hannog i fodloni gofynion y gwasanaethau cymdeithasol modern o fewn cyd-destun ariannol heriol.

# CYNGOR SIR DDINBYCH MANYLION AM YR UNIGOLYN

Mae'r Manylion yn nodi'r sgiliau, yr wybodaeth a'r profiad a ystyrir yn hanfodol er mwyn ymgymryd â dyletswyddau'r swydd yn effeithiol. Caiff ei defnyddio wrth lunio rhestr fer ac ar gyfer y broses o gyfweld am y swydd hon. Dylech ddangos ar eich ffurflen gais sut rydych yn bodloni'r meini prawf hyn. Byddwch ddim ond yn cael eich cynnwys ar y rhestr fer os ydych yn bodloni pob un o'r meini prawf hanfodol (â'r meini prawf dymunol lle bo'n berthnasol).

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| **Teitl y Swydd:** | **Gweithiwr Cefnogi a Gofal Annibyniaeth yn y Cartref** |
| **Gwasanaeth:** | **Gwasanaeth Gofal Cymdeithasol Oedolion a Digartrefedd** |
| **Graddfa:** | **4** |

| **MEINI PRAWF** | **HANFODOL** | **DYMUNOL** | **DULL ASESU** Ffurflen Gais / Cyfweliad / Cyflwyniad / Geirda ac ati |
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| **1. ADDYSG A CHYMWYSTERAU** | Lefel 2 neu 3 mewn lechyd a Gofal Cymdeithasol [Diploma, QCF neu NVQ] neu gymhwyster neu brofiad cyfwerth<br><br>Lefel dda o addysg | Pasbort Codi a Chario (cwrs deuddydd)<br><br>Diogelwch Bwyd Sylfaenol<br><br>Diogelwch Cymorth Cyntaf<br><br>Cofrestru guda Gofal Ceymdeithasol Cymru (gofyniad hanfodol wrth benodi) | Ffurflen Gais Tystysgrifau a Cyfweliad |
| **2. PROFIAD PERTHNASOL** | Profiad o weithio â phobl ddiamddiffyn yn eu cartrefi<br><br>Profiad o gefnogi dinasyddion a dilyn ethos ail-alluogi wrth hyrwyddo a chynnal annibyniaeth<br><br>Profiad o ddarparu cefnogaeth ymarferol gyda gweithgareddau bywyd bob dydd, gan gynnwys gofal personol | | Ffurflen Gais a Cyfweliad |
| **3. GWYBODAETH A SGILIAU CYSYLLTIEDIG Â'R SWYDD** | Gwybodaeth a dealltwriaeth o ddiogelu ac amddiffyn pobl ddiamddiffyn, ymrwymiad i hynny | | Ffurflen Gais a/neu Cyfweliad |

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| | Gwybodaeth a dealltwriaeth o'r arferion gorau o ran rheoli cyfrinachedd a rhannu gwybodaeth<br><br>Profiad o weithio dan oruchwyliaeth uniongyrchol neu ar ben eich hun yn y gymuned o ddydd i ddydd<br><br>Gallu cyflawni dyletswyddau dirprwyedig, hy, derbyn cyfarwyddyd, adrodd yn ôl i oruchwyliwr/ gweithiwr proffesiynol priodol, gweithio o fewn canllawiau ac ymateb yn briodol i adborth<br><br>Gallu gweithredu'n ddigyffro mewn argyfwng ac ymateb mewn modd proffesiynoli sefyllfaoedd heriol o straen<br><br>Gallu gweithredu'n gydlynol fel aelod o dîm amlddisgyblaethol, amlasiantaeth<br><br>Gallu arsylwi a chynhyrchu cofnodion ysgrifenedig o ansawdd | | |
| **4. NODWEDDION PERSONOL** | Sgiliau gwrando, cyfathrebu a rhyngbersonol ardderchog gyda'r gallui roi a derbyn gwybodaeth sensitif ynghylch salwch a thriniaeth dinesydd<br><br>Gallu ymgymryd â gweithgareddau eithaf corfforol yn gyson<br><br>Hyblygrwydd a'r gallu i ganolbwyntio wrth ymdrin â sefyllfa | | Ffurflen Gais a/neu Cyfweliad |

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| | anrhagweladwy yn y gweithle<br><br>Rhaid gallu dangos gofal, tosturi a pharodrwydd i helpu eraill | | |
| **5. GOFYNION ERAILL** | Empathi at y Gymraeg a diwylliant Cymreig<br><br>Dealltwriaeth o anghenion pobl ac o faterion ethnigrwydd ac amrywiaeth, a pharchu'r anghenion hynny<br><br>Gallu teithio o fewn yr ardal waith fel y bo angen<br><br>Gallu gweithio'n hyblyg gan gynnwys oriau anghymdeithasol a'r gallu i addasu i ffyrdd newidiol o weithio | Yn rhugl yn yr laith Gymraeg | Ffurflen Gais a/neu Cyfweliad |

# DENBIGHSHIRE COUNTY COUNCIL JOB DESCRIPTION

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|---|---|
| **Job Title:** | **Independence at Home Care & Support Worker** |
| **Grade:** | **4** |
| **Service:** | **Adult Social Care and Homelessness Service** |
| **Service Area:** | **Independence at Home** |
| **Responsible to:** | **Independence at Home Senior Care & Support Worker / Registered Manager** |
| **Job ID Number / Date Issued:** | **03660 / July 2024** |
| **Welsh Language Category:** | **Welsh language skills are desirable – level 1** [Welsh Language Levels] |

## Job Purpose

The post holder will be a member of Locality, they will implement care plans which will be outcome focused and aimed at promoting independence by helping citizens to do things for themselves, to maximise their ability to live life as independently as possible by supporting the whole person – addressing their physical, social and emotional needs. This may include components of personal care. The aim of the role will be to support citizens in their own homes or other community settings to maximise their independence and improve health well- being in a coordinated way. They will be working to clear guidelines and protocols with indirect supervision for all or most of the shift.

The service is provided over 7 days. The days and hours worked will be flexible [ within contracted hours].

## Principal Accountabilities and Responsibilities

To implement a programme of care and / or support as identified within the prescribed care plan, involving carers and relatives as appropriate. This may include a short term programme of assisting citizens to access community facilities and engage in hobbies or supporting registered professionals to implement therapeutic handling interventions.

Support citizens to live at home by assisting and supervising to carry out personal care and life skills, promoting and encouraging independence and confidence where possible as documented in the plan of care.

Ensure safe use of all community equipment by self and citizen following appropriate training and the completion of a risk assessment by senior member of the team.

To report regularly on the citizen's progress and response to activities to registered professionals, identifying problems to appropriate senior members of the Multi-Disciplinary Team. This will include contributing to the formal review of the needs of citizens and the participation in team meetings topromote effective communication with all team members.

To provide information and advice about community facilities and external agencies to promote choice and well-being and to meet the agreed outcomes for the citizen

To take appropriate action to ensure the protection of all vulnerable adults as well as recognising reporting and responding appropriately to any emergency or urgent situation.

To complete daily report records and input relevant information onto computer systems for individual citizens and maintain confidentiality in accordance with Social Services' policy

To end intervention in line with good practice and demonstrate activities to any ongoing domiciliary care provider

**Additional Responsibilities**

Work with sensitivity, dignity and respect and provide a high standard of care at all times, in line with Organisational requirements.

Undertake mandatory training programmes in accordance with the Organisational Policy and attend regular training to update skills and maintain a portfolio of personal development. All activities undertaken must be limited to those which the post holder has been assessed as competent to undertake.

Seek supervision if at any time they have doubts about their competence immediately if necessary.

Adhere to Organisational Policies, Guidance and Procedures, i.e. Lone Workers, Infection Control.

Recognise they have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions.

Ensure agreed building/environment safety and security checks are carried out as instructed by the line manager.

Report any hazardous or defective equipment.

**Resources/Equipment/Material**

Manual Handling Equipment, Personal Protection Equipment i.e. Uniform, disposable gloves, Mobile telephone, Communication log sheets, Time sheets, Laptop

Denbighshire County Council policies and procedures i.e code of conduct, confidentiality

**Supervision/Management of People**

The care & support worker is not responsible for the management of any staff although may be expected to support new team members in their role.

**Knowledge, Skills, Training and Experience**

Efficient and professional, motivated team player

Flexible approach to duties and working hours and able to work with minimum support Excellent interpersonal skills and the ability to communicate effectively with a range of

people

A good standard of general education

NVQ Level 2 in Health & Social Care or equivalent qualification or experience

Experience in social care settings and within the community

Experience of providing practical support with activities of daily living

Proven ability to observe and produce good recording

Ability to function cohesively as a member of a multi-disciplinary, multi-agency team

Ability to carry out delegated duties i.e. accept instruction, report back to supervisor / appropriateprofessional, work within guidelines and respond appropriately to feedback

Ability to act calmly in emergencies and respond in a professional manner to stressful and challenging situations

Reliable and flexible with an ability to prioritise and work proactively

Basic numeracy and literacy skills to enable completion of records and notes

Basic study skills

Excellent listening, communication and interpersonal skills with the ability to give and receive sensitive information concerning citizen illness and treatment

Good understanding of the importance of promoting independence and the concept of reablement and intermediate care

**Special Working Conditions**

Lone Working applies

Working in the community in Citizens homes

Extra Care – Working nights

The service is provided over 7 days. The days and hours worked will be flexible [within contracted hours].

**Employment Checks/ Specific Requirements**

All new starters are required to undergo our standard safer recruitment checks; DBS clearance, 2 satisfactory references covering 3 years employment, evidence of essential qualifications, evidence of Right to Work in the UK, evidence of registration with Social Care Wales.

Denbighshire County Council recognises its obligations to safeguard children and adults together with preventing slavery and human trafficking and will do all in its power to prevent slavery and human trafficking within its business. Modern slavery can take many forms

including the traffickingof people, forced labour, servitude and slavery.

Safeguarding is everyone's business and all Denbighshire employees are required to work in accordance with the Council's Child / Adult Safeguarding policies and procedures and have a duty to report any concerns which may be noted during the course of their duties and are askedto be alert to the signs of exploitation. Concerns should be raised via their Designated Safeguarding Manager in order that the Council can take prompt action when exploitation is identified.

**Vision/Context**

The post will form part of a multi-disciplinary team that will deliver services across the county of Denbighshire and involve close working with colleagues. Innovative practice will be encouraged to meet the demands of a modernised social services function, within a challenging financial context.

# DENBIGHSHIRE COUNTY COUNCIL PERSON SPECIFICATION

The Person Specification sets out the skills, knowledge and experience that are considered to be necessary to carry out the duties of the post effectively. It will be used in the short-listing and interview process for this post. You should demonstrate on your application form how you meet these criteria as you will only be shortlisted if you meet all of the essential criteria (and desirable criteria where applicable).

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| **Post Title:** | **Independence at Home Care & Support Worker** |
| **Service** | **Adult Social Care and Homelessness Service** |
| **Grade:** | **4** |

| **CRITERIA** | **ESSENTIAL** | **DESIRABLE** | **METHOD OF ASSESSMENT** Application Form / Interview / Presentation / References etc |
|---|---|---|---|
| **1. EDUCATION & QUALIFICATIONS** | Level 2 or 3 in Health & Social Care [Diploma, QCF or NVQ]or equivalent qualification or experience<br><br>Good level of Education | 2 day Manual Handling Passport<br><br>Basic Food Safety<br><br>First Aid Safety<br><br>Registered with Social Care Wales (essential on appointment) | Application Form Certificates and Interview |
| **2. RELEVANT EXPERIENCE** | Experience of working with vulnerable citizens in their own home<br><br>Experience of supporting citizens and implementing reablement ethos in promoting and maintaining independence<br><br>Experience of providing practical support with activities of daily living including all aspects of personal care | | Application Form and Interview |

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| **3. JOB RELATED KNOWLEDGE & SKILLS** | Knowledge and understanding of and commitment to safeguarding and protection of vulnerable people<br><br>Knowledge and understanding of best practice in managing confidentially and information sharing<br><br>Ability to work with direct supervision or alone in the community on a day to day basis<br><br>Ability to carry out delegated duties i.e. accept instruction,report back to supervisor / appropriate professional, work within guidelines and respond appropriately to feedback<br><br>Ability to act calmly in emergencies and respond in a professional manner to stressful and challenging situations.<br><br>Ability to function cohesivelyas a member of a multi- disciplinary, multi-agency team.<br><br>Ability to observe and produce quality written records | | Application Form and/or Interview |
| **4. PERSONAL QUALITIES** | Excellent listening, communication and interpersonal skills with the ability to give and receive sensitive information concerning citizen illness and treatment | | Application Form and/or Interview |

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| | Ability to undertake activities that require frequent moderate physical effort<br><br>Flexibility and concentration when dealing with unpredictable situation in theworkplace<br><br>Must be able to demonstrate care, compassion and have a willingness to support others | | |
| **5. OTHER REQUIREMENTS** | Empathy with the Welsh Language and Culture<br><br>An understanding of and respect for the needs of people and of ethnicity anddiversity issues.<br><br>An ability to travel within thegeographical work area as required<br><br>An ability to work flexibly including unsocial hours andability to adapt to changingways of working | Fluent in Welsh language | Application Form and/or Interview |