Proffil Swydd/Job Profile

Teitl y Swydd – Gweithiwr Cymdeithasol
Post Title - Social Worker

Adran	Adran Wasanaethau Cymdeithasol a Thai
Department	Social Services and Housing Department
Is-Adran/Adain	Gwasanaethau Plant a Theuluoedd
Division/Section	Children and Families Services
Gradd/Grade	I / J
Rhif y Swydd/Post Number	028496
Paratowyd Gan/Prepared by	Kelly Jones
Dyddiad Paratoi/Date prepared	Awst / August 2026

Mae diogelu yn fater i bawb. Mae gan bob un ohonom gyfrifoldeb am amddiffyn plant ac oedolion sydd mewn perygl, gweithio mewn ffordd sy'n hyrwyddo ac yn cefnogi eu budd pennaf, a rhoi gwybod am unrhyw bryderon.

Safeguarding is everyone's business. All of us have a responsibility for protecting children and adults at risk, working in a way that promotes and supports their best interests and for reporting any concerns.

Prif Ddiben y Swydd

Darparu cymorth Gwaith Cymdeithasol ac Asesu/Rheoli Achosion i blant a'u teuluoedd. Cyfrannu at wella a datblygu'n barhaus y gwasanaethau a ddarperir i'r grŵp cleientiaid.

Bydd Gweithwyr Cymdeithasol Profiadol yn gwneud y canlynol:

- Hyrwyddo a datblygu diben, ymarfer ac effaith gweithwyr cymdeithasol yn y sefydliad a gyda rhanddeiliaid ehangach, gan chwarae rhan flaenllaw o ran datblygiad y tîm.
- Bod yn esiampl gadarnhaol ar gyfer gwaith cymdeithasol.

Prif cyfrifoldebau

1. Darparu gwasanaeth gwaith cymdeithasol o safon i ddefnyddwyr y gwasanaeth drwy weithredu'r Côd Ymarfer ar gyfer Gweithwyr Cymdeithasol, meithrin ymddiriedaeth a hyder, parchu a chefnogi hawliau defnyddwyr y gwasanaeth, gan eu hamddiffyn, ar yr un pryd â hyrwyddo'u hannibyniaeth.
2. Ar y cyd â'r plant a'u teuluoedd, cynnal asesiadau a datblygu cynlluniau gofal sy'n diwallu eu hanghenion yn y modd gorau posibl.
3. Dehongli deddfwriaeth wrth weithio gyda phlant agored i niwed, pobl ifanc a'u teuluoedd a bod yn atebol am y dehongliad hwn
4. Rheoli llwyth achosion er mwyn rhoi blaenoriaeth i ofynion statudol a gweithredol priodol.
5. Sicrhau bod cofnodion achosion yn cael eu cadw mewn modd priodol, a chydymffurfio â'r gweithdrefnau cytûn er mwyn hwyluso monitro, cynllunio a datblygu gwasanaethau.
6. Ymgymryd â hyfforddiant/goruchwyliaeth a chymryd rhan ynddynt er mwyn sicrhau y cynhelir safonau ac ansawdd gwaith.
7. Cydgysylltu a gweithio mewn partneriaeth ag amrywiaeth o asiantaethau o'r sectorau statudol, preifat, gwirfoddol ac annibynnol, er mwyn sicrhau y darperir gwasanaethau cynhwysfawr sydd wedi eu llunio'n benodol i ddiwallu'r anghenion a nodwyd.
8. Datblygu arbenigedd penodol mewn maes gwaith o fewn y grŵp cleientiaid (e.e. Amddiffyn Plant, Plentyn mewn Angen, Plant sy'n Derbyn Gofal), datblygu ymarfer fel sy'n briodol a phan fo angen, arwain datblygiad polisi o ran y tîm a'r gwasanaeth yn ogystal â'r ymarfer gwasanaeth mewn meysydd penodol
9. Gweithio mewn gweithgorau traws-gyfarwyddiaeth gan glustnodi meysydd i'w gwella a datblygu polisi ac ymarfer mewn meysydd sy'n ymwneud â gwasanaethau penodol
10. Cymryd cyfrifoldeb unigol dros ddarnau unigol o waith prosiect a systemau a llunio arweiniad polisi ac ymarfer ar gyfer yr adran yn ôl y galw.
11. Bod yn ffynhonnell wybodaeth i blant a'u teuluoedd, ac eiriol drostynt, er mwyn sicrhau bod eu dymuniadau a'u sylwadau'n cael eu hystyried yn llawn.

12. I gydymffurfio ag egwyddorion Côd Ymarfer Proffesiynol Gofal Cymdeithasol Cymru
13. Cymryd rhan mewn systemau dyletswydd a gytunwyd er mwyn hyrwyddo hygyrchedd ei wasanaeth a gofal da i gwsmeriaid.
14. Dirprwyo gwaith i'r Staff Cymorth yn y Tîm a goruchwylio eu gwaith.
15. Dirprwyo gwaith i ymarferwyr nad ydynt wedi cymhwyso, eu goruchwylio a'u harwain yn eu gwaith achos. Bydd hyn yn cynnwys cyfeirio a dyrannu gwaith lle bo'n briodol.

Gweithwyr Cymdeithasol profiadol:

1. Arwain gwaith llys, gan gydgysylltu â gweithwyr cyfreithiol proffesiynol a mynychu gwrandawiadau llys yn ôl y gofyn.
2. Rheoli lefel uwch o gymhlethdod, gan gynnig barn arbenigol yn fewnol ac i weithwyr proffesiynol eraill ynghyd â'r gallu i gyfiawnhau'r penderfyniadau a wneir.
3. Modelu a hyrwyddo arferion rhagorol, a mentora aelodau newydd o'r Timau Gwasanaethau Plant a Theuluoedd/Gwasanaethau Oedolion ehangach, gan gynnwys Gweithwyr Cymdeithasol yn eu blwyddyn ymarfer gyntaf.
4. Dangos rhinweddau arweinyddiaeth broffesiynol gan ddefnyddio awdurdod a herio'n briodol.

Yn gyfrifol am staff/offer
Ymarferwyr nad ydynt wedi cymhwyso
Yn atebol i
Rheolwr y Tîm

Meini Prawf Hanfodol

Cymwysterau, Hyfforddiant galwedigaethol ac Aelodaeth Broffesiynol

Gradd mewn Gwaith Cymdeithasol, DIPSW, CQSW, CSS

Wedi cofrestru gyda Gofal Cymdeithasol Cymru

Bydd Gweithwyr Cymdeithasol Profiadol:

Wedi cyflawni rhaglenni Ôl-gymhwyso a Datblygiad Proffesiynol Parhaus perthnasol, a allai gynnwys bod yn Addysgwr Ymarfer sydd â myfyrwyr yn eu hail flwyddyn a'u trydedd flwyddyn, yn Aseswr Budd Pennaf, bod yn AMHP â thrwydded sy'n ymarfer ar hyn o bryd, neu gyfwerth.

Dangos Datblygiad Proffesiynol Parhaus ac ymchwil yn barhaus.

Y sgiliau sy'n ymwneud â'r swydd a Galluoedd

Y gallu i gynnal asesiadau cymhleth o ddefnyddwyr y gwasanaeth ac i lunio cynlluniau gofal

Y gallu i gyfrannu i waith tîm effeithiol

Y gallu i ddangos empathi o ran anghenion defnyddwyr y gwasanaeth

Y gallu i ddefnyddio TG

Y gallu i flaenoriaethu gwaith ar sail yr amcanion a gytunwyd, ac i gwblhau tasgau

Y gallu i ddangos hunan-gymhelliant cryf yn y swydd

Bydd Gweithwyr Cymdeithasol Profiadol yn gwneud y canlynol:

Cymhwyso ac ymarfer gwneud penderfyniadau mwy annibynnol.

Ymgymryd ag ymarfer arbenigol ac effeithiol mewn sefyllfaoedd cymhleth, gan asesu a rheoli lefelau uchel o risg a chydbwyso cymorth a rheolaeth.

Gwybodaeth

Yr egwyddorion a'r gwerthoedd a arferir wrth ymdrin â'r grŵp cleientiaid

Y ddeddfwriaeth berthnasol

Dealltwriaeth o anghenion defnyddwyr y gwasanaeth

Dealltwriaeth o ddulliau gweithredu aml-ddisgyblaeth

Prosesau Asesu a Rheoli Achosion

Bydd Gweithwyr Cymdeithasol Profiadol yn gwneud y canlynol:

Dangos defnydd medrus o ystod o fframweithiau ar gyfer ymyriadau cymhleth.

Profiad
Profiad o waith gofal plant – cyn cymhwyso neu ar ôl cymhwyso **Bydd Gweithwyr Cymdeithasol Profiadol yn meddu ar y canlynol:** Profiad o arwain gwaith llys a mynychu gwrandawiadau llys. O leiaf 3 blynedd o brofiad ôl-gymhwyso ac wedi cwblhau rhaglen atgyfnerthu Addysg a Dysgu Proffesiynol Parhaus (CPEL).
Rhinweddau personol
Arddangos ymrwymiad cadarn i hyrwyddo arferion gwrthwahaniaethol Amlygu ymrwymiad pendant o ran cyfrinachedd y cleientiaid Y gallu i deithio Y gallu i werthfawrogi cryfderau a chyfraniadau eraill a hyrwyddo perthynas waith dda ag eraill a gwaith tîm **Bydd Gweithwyr Cymdeithasol Profiadol yn gwneud y canlynol:** Dangos yr hyder i gydweithio'n gyfartal â gweithwyr proffesiynol eraill ac uwch-swyddogion yn ôl y galw. Cyfathrebu'n fedrus ac yn gymwys mewn sefyllfaoedd cymhleth neu risg uchel. Dangos rhinweddau arweinyddiaeth broffesiynol gan ddefnyddio awdurdod a herio'n briodol.
Meini Prawf Dymunol
Dyfarniad ôl-gymhwyso mewn Gwaith Cymdeithasol Hyfforddiant perthnasol mewn Cyd-ymchwilio Gwybodaeth ynghylch "Signs of Safety" a/neu Arferion Systematig Profiad ôl-gymhwysol sylweddol o fod yn Weithiwr Cymdeithasol Gofal Plant

Sgiliau Iaith /Cyfathrebu

Cliciwch ar y ddolen **-** Beth yw lefel eich gallu?

Cymraeg	**Sgiliau Llafar Lefel 2**	**Sgiliau Ysgrifennu Lefel 1**
Saesneg	**Sgiliau Llafar Lefel 5**	**Sgiliau Ysgrifennu Lefel 5**
Arall (nodwch)		

GWIRIADAU'R GWASANAETH DATGELU A GWAHARDD (DBS)
Gall fod gwiriadau DBS yn ofynnol ar gyfer rhai swyddi lle bydd angen gweithio gyda phlant ac oedolion agored i niwed. Mae'r canlynol yn ofynnol ar gyfer y swydd hon Adran A – y math o ddatgeliad **Datgeliad Manwl gan wirio'r rhestr wahardd** Adran B – y math o weithlu **Y gweithlu plant** Adran C – A yw'n ofyniad ar gyfer adnewyddiadau DBS 3 blynedd neu DBS wedi cofrestru ar y gwasanaeth diweddaru **Ie**

Y RHESWM
Gweithio gyda phlant agored i niwed, pobl ifanc a'u teuluoedd

UNRHYW WYBODAETH ARALL Disgwylir i bob gweithiwr gynnal gwerthoedd craidd yr Awdurdod, sydd wedi'u hadlewyrchu yn ein Fframwaith Ymddygiad a Gwerthoedd, a chynnal egwyddorion Polisi Cydraddoldeb ac Amrywiaeth yr Awdurdod neu, os ydynt yn gweithio mewn ysgol, Bolisi Cydraddoldeb ac Amrywiaeth yr ysgol, fel sy'n briodol i lefel atebolrwydd a chyfrifoldeb y swydd yn y sefydliad
Bydd angen i'r person a benodwyd deithio i gyfarfodydd ac ati o amgylch y Sir. Bydd angen i'r person nad ydyw ef/hi yn yrrwr wneud trefniadau ei hun ar gyfer cludiant pan fo angen (ac y bydd yn gyfrifol am unrhyw gostau ychwanegol). **Gweithwyr Cymdeithasol profiadol** Mae llwybr dilyniant gyrfa ar gyfer gweithwyr cymdeithasol sy'n dymuno parhau i ymarfer, yn hytrach na rheoli, wedi'i ddatblygu ac mae'n agored i bob gweithiwr cymdeithasol sy'n credu ei fod yn bodloni'r meini prawf.

Bydd angen i Weithwyr Cymdeithasol fod wedi cwblhau eu rhaglen atgyfnerthu neu wedi cymhwyso cyn i'r rhaglen gael ei chyflwyno a chael o leiaf 3 blynedd o brofiad ôl-gymhwyso cyn gwneud cais am ddilyniant Gweithiwr Cymdeithasol Profiadol.

Os ydych yn credu eich bod yn bodloni meini prawf Gweithiwr Cymdeithasol Profiadol, bydd angen i chi ddangos hyn drwy ddarparu datganiad ategol (heb fod yn fwy na 2 ochr o dudalen A4) sy'n nodi sut rydych yn bodloni'r gofynion.

Main Purpose of Job

To provide Social Work support, Assessment/Case Management for children and their families.

To participate in the continuous improvement and development of services to the client group

Experienced Social Workers will:

- Promote and develop social workers' purpose, practice, and impact within the organisation and with wider stakeholders, playing a leading role in the development of the team.
- Be a positive role model for social work.

Key responsibilities

1. To provide a quality social work service to service users by implementing the Code of Practice for Social Workers, building trust and confidence, respecting and upholding the rights of service users, protecting them, whilst promoting their independence.
2. In conjunction with children and their families, undertake assessments and develop care plans which best meets their needs.
3. To interpret legislation in working with vulnerable children, young people and their families and be accountable for this interpretation.
4. To manage a caseload in order that priority is given to appropriate statutory and operational requirements.
5. To ensure the proper maintenance of case records and to follow agreed procedures in order to facilitate monitoring, planning and development of services.
6. To undertake and participate in training/supervision to ensure that standards and quality of work are maintained.
7. To liaise and work in partnership with a variety of agencies from the statutory, private, voluntary and independent sector to ensure the provision of comprehensive services specifically designed to meet identified need.
8. To develop specific expertise in an area of work within the client group(e.g. Child Protection, Child in Need, Looked After Children), developing practice as appropriate and when required, lead the development of team and service policy and practice in service in specific areas.
9. To work in cross directorate working groups identifying areas for improvement and developing policy and practice in service specific areas.
10. To take individual responsibility for individual pieces of project and systems work and produce policy and practice guidance for the department as required.
11. To act as an information resource and advocate for children and their families in order to ensure their wishes and views are fully taken into account.
12. To comply with the principles of the Social Care Wales Code of Professional Practice.

13. To participate in agreed duty systems to promote accessibility of its service and good customer care.
14. To delegate to and supervise the work of support staff within the Team.
15. To delegate to and supervise and guide unqualified practitioners in their case work. This will include directing and allocating work where appropriate

Experienced Social Workers will:

1. Lead on Court work, liaising with legal professionals and attending Court
2. hearings as required.
3. Manage a higher level of complexity, offering expert opinion internally and to other professionals with the ability to justify decision making.
4. Model and promote excellent practice, and mentor new members in the wider Children and Families Services/Adult Services Teams, including first year in Practice Social Workers.
5. Demonstrate professional leadership qualities with the appropriate use of authority and challenge.

Responsible for staff/equipment
Unqualified practitioners
Reporting to
Team Manager

Essential Criteria

Qualifications, Vocational training and Professional Memberships

Degree in Social Work, DIPSW, CQSW,CSS

Registered with Social Care Wales

Experienced Social Workers will:

Have undertaken relevant Post Qualifying and CPD programmes, which could include being a Practice Educator who has 2nd and 3rd year Students, Best Interest Assessor, be a licensed and practicing AMHP, or equivalent.

Continuously demonstrate CPD and research.

Job Related Skills and Competencies

Ability to undertake complex assessments of service users and create care plans

Ability to contribute to effective team working

Ability to show empathy to the needs of the service user group

Ability to use IT

Ability to prioritise work on basis of agreed objectives and completion of tasks

Ability to show self-motivation within job role

Experienced Social Workers will:

Apply and practice more autonomous decision making.

Undertake expert and effective practice in complex situations, assessing and managing high levels of risk, balancing support and control.

Knowledge

Principles and values applied to client group

Relevant legislation

Understanding of the needs of service group

Understanding of multi-disciplinary working

Processes of Assessment and Case Management

Experienced Social Workers will:

Demonstrate a skilled use of a range of frameworks for complex interventions.

Experience

Pre or post qualifying experience in Childcare

Experienced Social Workers will:

Be experienced in leading on court work and attending Court hearings.

Have a minimum of 3 years post qualifying experience and have completed CPEL consolidation.

Personal qualities

Demonstrate a firm commitment to the promotion of anti-discriminatory practice

To demonstrate a clear commitment to client confidentiality

Ability to travel

Able to value strengths and contribution of others and promote good working relationships and teamwork

Experienced Social Workers will:

Demonstrate the confidence to collaborate on equal terms with other professionals and senior officers as required.

Communicate skilfully and competently in complex or high-risk situations.

Demonstrate professional leadership qualities with the appropriate use of authority and challenge.

Desirable Criteria

Post qualifying award in social work

Relevant training in Joint Investigation

Knowledge of Signs of Safety and / or Systemic Practice

Significant post qualifying experience as Childcare Social Worker

Language and Communication Skills

Click on the link What level are you?

Welsh	**Spoken Level 2**	**Written level 1**
English	**Spoken Level 5**	**Written level 5**
Other (please State)		

DISCLOSURE AND BARRING SERVICES (DBS) CHECKS
DBS Checks may be required for certain posts which work with children and vulnerable adults. This post requires: Section A – type of disclosure **Enhanced Disclosure with Barred list check** Section B – workforce type **Child Workforce** Section C – Does the post require 3 yearly DBS renewals or registration with the DBS online update service? **Yes**

JUSTIFICATION
Working with vulnerable children, young people and their families

ANY OTHER INFORMATION Every employee is expected to uphold the authority's core values reflected within our Behaviour and Values Framework and maintain the principles of the authority's Equality and Diversity Policy or, if employed within a school, the school's Equality and Diversity Policy, as appropriate to the accountabilities and seniority of the post within the organisation.
The post holder will need to be able to travel to meetings etc. around the county. A non-driver would need to make arrangements for transport whenever and wherever required (any extra costs borne by the post holder). **Experienced Social Workers** A career progression pathway for social workers who wish to remain in practice, as opposed to management, has been developed and is open to all social workers who believe they meet the criteria.

Social Workers will need to have completed their consolidation programme or have been qualified prior to the implementation of the programme and have a minimum of 3 years post qualifying experience before applying for Experienced Social Worker progression.

Where you believe you meet the criteria of an Experienced Social Worker, you will need to demonstrate this by providing a supporting statement (no more than 2 A4 sides) which sets out how you meet the requirements.