Proffil Swydd/Job Profile

Teitl y Swydd – Swyddog Gofal Preswyl I Blant

Post Title – Residential Child Care Officer

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	F+8%
Rhif y Swydd/Post Number	033790
Paratowyd Gan/Prepared By	Gemma Evans
Dyddiad/Date	Hydref/ October 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
Bod yn rhan o'r tîm staff gofal preswyl arbenigol (bod yn gyfrifol am sifft heb reolwr/uwch-swyddog gofal preswyl i blant), creu amgylchedd diogel, cadarnhaol, gofalgar a chartrefol sy'n cael ei reoli'n dda. Cefnogi Plant/Pobl Ifanc sydd ag amrywiaeth o anableddau, anghenion cymhleth (gan gynnwys Anhwylder Sbectrwm Awtistiaeth), ac Iechyd Meddwl sy'n gallu bod yn agored i niwed/heriol weithiau
Prif cyfrifoldebau
• Goruchwylio a darparu'r gofal o'r safon uchaf bosibl i blant a phobl ifanc sydd ag ystod o anghenion, gan gynnwys anableddau, anawsterau emosiynol ac anghenion iechyd cymhleth, gan weithio yn unol â deddfwriaeth, canllawiau, polisïau ac arfer gorau perthnasol bob amser. • Hyrwyddo cynhwysiant, derbyniad a datblygiad cymdeithasol ac emosiynol pob plentyn a pherson ifanc. • Bydd gofyn i chi ymgymryd â goruchwyliaeth Diwrnodau/Nosweithiau RCCW a Staff Achlysurol, pan fo angen. Yn absenoldeb y rheolwr/uwch RCCO byddwch yn arwain y sifft ac yn gyfrifol am y Plant/Pobl Ifanc, Staff ac Adeiladau. Mae hyn yn cynnwys rheoliadau iechyd a diogelwch sy'n ymwneud â driliau tân a gofynion hyfforddiant. • Diogelu pob plentyn/person ifanc y gallai ei anghenion neu ymddygiad beri risg iddynt hwy eu hunain neu i eraill. • Byddwch yn weithiwr cyswllt ar gyfer plant/pobl ifanc a ddyrannwyd a byddwch yn gyfrifol am gasglu gwybodaeth fanwl a chofnodi diweddaru cynlluniau asesu. Gan gynnwys siartiau corff a ffurflenni damweiniau/digwyddiadau a staff mentora. • Byddwch yn cefnogi Plant/Pobl Ifanc i'w galluogi i gael mynediad at wasanaethau cymunedol ac weithiau prynu eitemau personol. • Cymryd rhan mewn cyfarfodydd staff, goruchwylio a digwyddiadau hyfforddi fel y bo'n briodol, gan wneud pob ymdrech i ddatblygu'r sgiliau proffesiynol sy'n angenrheidiol ar gyfer eich gwaith gyda phlant/pobl ifanc ag anghenion cymhleth er mwyn bodloni'r gofynion ar gyfer cofrestru gyda Gofal Cymdeithasol Cymru. • Byddwch yn gyfrifol am sicrhau bod meddyginiaeth yn cael ei gweinyddu mewn perthynas â'r cynllun triniaeth ac yn unol â pholisi meddyginiaethau'r awdurdodau. Gall hyn gynnwys cysylltu â meddygon teulu a fferyllfa i'w casglu. • Mabwysiadu agwedd hyblyg tuag at ddyletswyddau'r swydd a allai fod yn rhaid ei amrywio wrth drafod â deiliad y swydd oherwydd anghenion newidiol y gwasanaeth / yn unol â gofynion yr adran o'r swydd. • Efallai y bydd gofyn i ddeiliad y swydd weithio mewn sefydliadau cysylltiedig yn ôl yr angen; yng ngwasanaethau plant preswyl yr awdurdod lleol yn ôl yr angen.
Yn gyfrifol am staff/offer
Swyddogion Gofal Plant Preswyl a Swyddogion Gofal Plant Preswyl (Noson Effro)
Yn atebol i
Rheolwr y Ganolfan/Uwch-swyddog Gofal Preswyl i Blant

Meini Prawf Hanfodol

Cymwysterau, Hyfforddiant galwedigaethol ac Aelodaeth Broffesiyno

Bydd angen QCF Lefel 3 Plant a Phobl Ifanc neu bydd angen ymgymryd â'r cymhwyster o fewn 6 mis o'r dyddiad dechrau.

Bydd yn ofynnol cyflawni hyfforddiant gorfodol i fodloni'r ddeddfwriaeth berthnasol.

Bydd yn ofynnol cofrestru gyda Gofal Cymdeithasol Cymru a bod yn gyfrifol am gynnal cofrestriad, a bydd yn ofynnol cofrestru gyda'r Gwasanaeth Diweddaru gan y DBS a chynnal cofrestriad.

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

Agwedd gadarnhaol at weithio fel aelod o dîm arbenigol ac at ddatblygu'r gwasanaeth.

Gallu arwain ac ysgogi staff a chydweithwyr.

Y gallu i weithredu gweithdrefnau Diogelu ac Amddiffyn Plant Sir Gaerfyrddin.

Y gallu i weithio mewn partneriaeth â theuluoedd a gweithwyr proffesiynol eraill.

Sgiliau rhagorol o ran cofnodi a TG.

Y gallu i gyfathrebu'n effeithiol â phobl ifanc ac i wrando arnynt, gan ddefnyddio'r dull cyfathrebu sydd orau ganddynt.

Cynnal rheolau llym o ran cyfrinachedd.

Y gallu i weithio ar sail unigol gyda pherson ifanc. Cydymffurfio â'r Polisi Gweithio ar Eich Pen eich Hun.

Gwybodaeth

Datblygiad plant.

Gwybodaeth am anabledd, technegau rheoli ymddygiad systemau cyfathrebu eraill a gofal sy'n seiliedig ar drawma.

Y ddeddfwriaeth berthnasol gan gynnwys y Ddeddf Amddiffyn Plant a Gwasanaethau Cymdeithasol a Llesiant (Cymru).

Dealltwriaeth o'r materion y mae pobl ifanc ag anableddau, anghenion cymhleth ac sy'n derbyn gofal yn eu hwynebu.

Sut i ymgysylltu â phobl ifanc heriol.

Dealltwriaeth o faterion sy'n ymwneud ag Iechyd Meddwl.

Profiad

Ymwneud yn uniongyrchol â phlant/pobl ifanc.

Gweithio mewn sefyllfaoedd heriol neu sefyllfaoedd lle bydd gwrthdaro o bosibl

Rheoli ymddygiad anodd

Cyfathrebu â gweithwyr proffesiynol Profiad o weithio mewn rôl oruchwyliol.
Rhinweddau personol
Trwydded yrru – yn gallu gyrru y cerbyd y cartref (yn dilyn hyfforddiant/prawf cymhwysedd). Parodrwydd i gael yswiriant car at ddibenion busnes. Sgiliau cyfathrebu da. Y gallu i beidio â chynhyrfu mewn sefyllfaoedd heriol. Y gallu i gyd-drafod a dylanwadu a rheoli sgyrsiau anodd. Y gallu i wrando. Ymrwymiad i egwyddorion cynhwysiant cymdeithasol. Sgiliau arweinyddol da.
Meino Prawf Dymunol
Profiad o ofalu am blant/pobl ifanc anabl. Profiad o weithio mewn lleoliad gofal preswyl.

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 4**
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 ac oedolion**

Adran C – A yw'n ofyniad
ar gyfer adnewyddiadau DBS 3 blynedd neu
DBS wedi cofrestru ar y gwasanaeth diweddaru **Ie**

Y RHESWM

Gweithio mewn lleoliad preswyl. Gweithio gyda phlant sy'n 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 yn ofynnol i chi gyflawni dyletswyddau 'cysgu i mewn' fel rhan o rota dreigl.

Main Purpose of Job

To form part of the specialist residential care setting staff team (to take responsibility for a shift in the absence of manager/senior RCCO), creating a safe, positive, caring, homely and well managed environment. Support Children/Young People who have a range of complex needs (to include Autism Spectrum Condition), Mental Health and at times can present vulnerable/challenging.

Key responsibilities

- Supervise and deliver the highest possible standard of care for children and young people with a range of needs including disabilities, emotional difficulties and or complex health needs, working in compliance with relevant legislation, guidance, policies and best practice at all times.
- Promote inclusion, acceptance, social and emotional development of all children and young people.
- You will be required when necessary to undertake supervision of RCCW Days/Nights and Casual Staff. In the absence of the manager/senior RCCO you will be leading the shift and be responsible for the Children/Young People, Staff and Premises. This includes health and safety process relating to fire drills and training requirements.
- Safeguarding each Child/Young Person whose needs or behaviour may pose a risk to themselves or others.
- You will be a link worker for allocated children/young people and will be responsible for compiling detailed information, recording updating assessment and care plans. Including body charts accident/incident forms and mentor staff.
- You will support Children/Young People to enable them to access community services and on occasions purchase personal items.
- Participate in staff meetings, supervision and training events as appropriate, making every effort to develop the professional skills necessary for your work with children / young people with complex needs in order to meet the requirements for registration with Social Care Wales.
- You will have responsibility for ensuring medication is administered in relation to the treatment plan and in compliance with the authority's medication policy. This may include liaising with GPs and pharmacy for collection.
- Adopt a flexible attitude to the duties of the post which may be varied, and will be discussed further with the post holder due to the changing needs of the service / in keeping with the department's requirements of the post.
- The post holder may be required to work at associated establishments as and when required; at the local authority's children's residential homes and service.

Responsible for staff/equipment

RCCWs and RCCWs (Waking Nights)

Reporting to

Residential Care Manager/Senior Residential Child Care Officer

Essential Criteria

Qualifications, Vocational training and Professional Memberships

QCF Level 3 Children and Young People, qualified or required to register to undertake within 6 months of commencement date.

Required to undertake mandatory training to meet the relevant legislation.

Required to register with Social Care Wales and take responsibility for maintaining registration and required to register with the DBS update service and maintain registration

Job Related Skills and Competencies

Positive attitude to working as a member of a specialist team and to the development of the service.

Ability to lead and motivate staff and colleagues

Ability to apply Carmarthenshire Safeguarding and Child Protection procedures.

Ability to work in partnership with families and other professionals.

Recording and IT skills.

Ability to listen and communicate effectively with Children/Young People, using their preferred communication method.

Maintain strict rules of confidentially.

Ability to work 1:1 with a young person. Compliance with Lone Working Policy.

Knowledge

Child Development

Knowledge of disability, behaviour management techniques, alternative communication systems and trauma informed care

Relevant legislation including Child Protection and Social Services and Wellbeing (Wales) Act

Understanding of the issues faced by young people that are complex, have social and emotional challenges, are disabled and in looked after care.

How to engage with young people that can be challenging

Understanding of issues relating to Mental Health.

Experience

Direct involvement with children/young people.

Working in potentially challenging/confrontational situations

Managing difficult behaviour Communication with professionals Experience in a supervisory role.
Personal qualities
Driving licence – ability to drive the home vehicle (following training/competency test) Willingness to acquire business car insurance Good communication skills Ability to remain calm in challenging situation Ability to negotiate and manage difficult conversations Ability to listen Commitment to the principles of social inclusion Good leadership skills
Desirable Criteria
Experience of caring for Children & Young People. Experience in a residential care setting.

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 4**
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 and Adult Workforce**

Section C – Does the post require 3 yearly DBS renewals or registration with the DBS online update service? **Yes**

JUSTIFICATION

Working in a residential setting. 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.

You will be required to undertake 'Sleep in' duties as part of a rolling rota