Proffil Swydd/Job Profile

Teitl y Swydd - Gweithiwr Cymorth Arbenigol
Post Title – Specialist Support Worker

Prif Ddiben y Swydd
Darparu cefnogaeth o ansawdd uchel, sy'n canolbwyntio ar y person, i oedolion ag anableddau dysgu, gan eu galluogi i fyw bywydau boddhaus, annibynnol a diogel. Mae'r rôl hon yn canolbwyntio ar hyrwyddo dewis, urddas, cynhwysiant a lles wrth gefnogi unigolion i ddatblygu sgiliau, cael mynediad at gyfleoedd cymunedol a chyflawni eu nodau personol.
Main Purpose of Job
To provide high-quality, person-centred support to adults with learning disabilities, enabling them to live fulfilling, independent, and safe lives. This role focuses on promoting choice, dignity, inclusion, and wellbeing while supporting individuals to develop skills, access community opportunities, and achieve their personal goals.

Gradd/**Grade**	Gradd / Grade D
Rhif y Swydd/**Post Number**	033070

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 cyfrifoldebau
1. Rydych chi'n dangos amynedd, gofal a dealltwriaeth o anghenion arbenigol a chymhleth pobl ag anableddau dysgu. 2. Rydych chi'n gweithredu fel gweithiwr allweddol ac eiriolwr dros bob unigolyn i sicrhau bod ganddyn nhw lais, dewis a rheolaeth, gan ddefnyddio offer cyfathrebu i gefnogi eu dealltwriaeth. 3. Rydych chi'n darparu cymorth personol yn unol â chynlluniau gofal a chymorth unigol, gan ganolbwyntio ar "yr hyn sy'n bwysig" a chryfderau a galluoedd unigolyn. 4. Rydych chi'n gweithredu cynlluniau cymorth ymddygiad cadarnhaol gan ddefnyddio dulliau rhagweithiol a di-gyfyngiad, ac yn glynu wrth bolisïau'r adran gan gynnwys trin â llaw, meddyginiaeth ac iechyd a diogelwch. 5. Rydych chi'n cefnogi unigolion i gynnal lles corfforol a meddyliol, gan gynnwys darparu cefnogaeth gydag anghenion gofal personol ac iechyd e.e. bwydo trwy beichiogrwydd a rhoi meddyginiaeth 6. Rydych chi'n galluogi'r bobl rydyn ni'n eu cefnogi i gymryd rhan mewn amrywiaeth o weithgareddau a chyfleoedd mewnol ac allanol e.e. gweithgareddau cymdeithasol, hamdden, addysg a chymunedol i gyflawni nodau ac amcanion y cytunwyd arnynt. 7. Rydych chi'n gweithio fel rhan o dîm gydag amrywiaeth o weithwyr proffesiynol a gwasanaethau eraill ac yn datblygu perthnasoedd effeithiol â rhieni/gofalwyr defnyddwyr gwasanaeth yn y gymuned leol, ac yn cynnal cyfrinachedd bob amser. 8. Rydych chi'n gweithio'n hyblyg a lle bo angen mewn sefydliadau awdurdod lleol eraill. 9. Rydych chi'n hyrwyddo amgylchedd diogel i'r bobl rydyn ni'n eu cefnogi, ac yn adrodd am unrhyw bryderon ynghylch Diogelu fel bod unigolion yn cael eu hamddiffyn rhag niwed a cham-drin. 10. Rydych chi'n cadw cofnodion cywir, ac yn deall ac yn parchu cyfrinachedd bob amser.
Yn gyfrifol am staff/ offer
Dim
Yn atebol i
Rheolwr/Uwch Weithiwr Cymorth Arbenigol

Meini Prawf Hanfodol

Cymwysterau, Hyfforddiant Galwedigaethol ac Aelodaethau Proffesiynol

Byddwch wedi ennill neu'n barod i ymgymryd â

- Diploma Lefel 2 QCF mewn Iechyd a Gofal Cymdeithasol (Oedolion) (o fewn 2 flynedd)
- Symud a Thrin (ar unwaith)
- Rheoli Ymddygiad Cadarnhaol (o fewn 6 mis)

Ein Gwerthoedd Craidd a'n Hymddygiad
Cliciwch yma i ddarllen y fframwaith yn llawn

Un Tîm:
Datblygu a hyfforddi - Rydych chi'n rhannu eich gwybodaeth a'ch sgiliau.

Cwsmeriaid yn Gyntaf:
Ffocws ar Gwsmeriaid - Rydych chi'n chwilio am farn amrywiol unigolion sy'n defnyddion ein gwasanaethau, i wella ein darpariaeth drwy'r Gymraeg a'r Saesneg.

Uniondeb:
Arwain a Dirprwyo - Rydych chi'n dilyn prosesau, a chanllawiau, gan herio mewn ffordd gadarnhaol os bydd materion yn codi.

Rhagori:
Arloesi - Rydych chi'n gofyn cwestiynau ac yn chwilio am ffyrdd gwell a/neu newydd o wneud pethau, gan awgrymu gwelliannau.

Cymryd Cyfrifoldeb:
Dangos cyfrifoldeb - Rydych chi'n atebol am yr hyn rydych wedi addo'i gyflawni, gan gynnwys tasgau a ddirprwywyd i eraill.

Gwrando:
Deall eraill - Rydych chi'n gwrando er mwyn deall safbwyntiau ac anghenion eraill, gan ymateb yn sensitif a gwirio dealltwriaeth lle bo angen.

Gwybodaeth

Rydych chi'n dangos gwybodaeth a dealltwriaeth o wahanol anghenion a galluoedd pobl ag anableddau dysgu, anableddau corfforol ac anghenion cymhleth. Rydych chi'n dangos gwybodaeth a dealltwriaeth o gyfrinachedd bob amser.

Sgiliau Penodol y Swydd

Rhaid i chi fod yn barod i ymgymryd â'r hyfforddiant meddyginiaeth a nodwyd i ddiwallu anghenion gofal estynedig e.e. rhoi meddyginiaeth achub ar gyfer epilepsi a

bwydo trwy'r peg. Rydych chi'n dangos eich gallu i weithredu fel eiriolwr i gyfleu anghenion unigol y bobl rydyn ni'n eu cefnogi'n effeithiol.

Profiad

Rydych chi'n dod â phrofiad o gefnogi eraill mewn cyd-destunau personol a/neu waith.

Meini Prawf Dymunol

Mae gennych brofiad o gefnogi unigolion ag anghenion gofal a chymorth a aseswyd. Rydych yn dangos: Datblygiad proffesiynol parhaus; Gwybodaeth am bolisïau a gweithdrefnau perthnasol a deddfwriaeth gyfredol sy'n berthnasol i'r swydd; Gwybodaeth am y Cod Ymarfer Proffesiynol ar gyfer Gofal Cymdeithasol. Rydych wedi'ch hyfforddi mewn Cymorth Cyntaf Sylfaenol. Trwydded yrru lawn a pharodrwydd i ymgymryd â Phrawf Cerbyd Uned i gludo defnyddwyr gwasanaeth.

SGILIAU IAITH A CHYFATHREBU

Er mwyn diwallu anghenion y bobl sy'n defnyddio ein gwasanaethau, dyma'r lefelau iaith sydd eu hangen. Gallwn ddarparu cefnogaeth resymol i'ch helpu i gyflawni'r lefel hon.

Ansicr ynghylch eich lefel? Gwirio fy lefel iaith

Cymraeg	**Sgiliau Siarad Lefel 2**	**Sgiliau Ysgrifennu Lefel 1**
Saesneg	**Sgiliau Siarad Lefel 4**	**Sgiliau Ysgrifennu Lefel 4**
Arall		

GWIRIADAU'R GWASANAETH DATGELU A GWAHARDD (DBS)

Mae angen gwiriadau DBS ar gyfer rhai swyddi, yn enwedig y rhai sy'n cynnwys gweithio gyda phlant a/neu oedolion sydd mewn perygl o niwed neu gamfanteisio (Arweiniad)
Ar gyfer y swydd hon, gofynnwn am:

Y math o ddatgeliad - Datgeliad Manwl gan wirio'r rhestr wahardd

Y math o weithlu - Gweithio gydag Oedolion

Adnewyddu – Bydd angen i chi gynnal tanysgrifiad blynyddol gyda Gwasanaeth Diweddaru'r DBS ar eich cost eich hun.

Y Rheswm - (Datgeliad Manwl gan wirio'r rhestr wahardd) Gan fod y swydd hon yn cynnwys darparu gofal personol i oedolion a/neu blant, mae'n cael ei hystyried yn Weithgaredd a Reoleiddir

UNRHYW WYBODAETH ARALL
Fe gewch eich cylch gwaith o leiaf pedair wythnos ymlaen llaw. Bydd hyn yn cynnwys amrywiaeth o drosiadau, gan gynnwys nosweithiau a penwythnosau, i ddiwallu anghenion gweithredol y gwasanaeth
Disgwylir i bob gweithiwr gynnal gwerthoedd craidd yr Awdurdod, sydd wedi'u hadlewyrchu yn Ein Fframwaith Gwerthoedd Craidd a'n Hymddygiad, 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 chi fod wedi'ch cofrestru gyda Gofal Cymdeithasol Cymru a chynnal eich cofrestriad ar eich costau eich hun

Key responsibilities

1. You demonstrate patience, caring and understanding of the specialist and complex needs of people with learning disabilities.

2. You act as a keyworker and an advocate for each individual to ensure they have voice, choice, and control, using communication tools to support their understanding.

3. You deliver personalised support according to individual care and support plans, focusing on "*what matters*" and an individual's strengths and capabilities.

4. You implement positive behaviour support plans using proactive and non-restrictive approaches, and to adhere to departmental policies including manual handling, medication and health and safety.

5. You support individuals to maintain physical and mental wellbeing, including providing support with personal care and health needs e.g. peg feeding and administering medication

6. You enable the people we support to engage in a range of internal and external activities and opportunities e.g. social, leisure, education and community activities to achieve agreed goals and objectives.

7. You work as part of a team with a range of professionals and other services and develop effective relationships with service users' parents/carers in the local community, and to maintain confidentiality at all times.

8. You work flexibly and where required at other local authority establishments.

9. You promote a safe environment for the people we support, and to report any concerns on Safeguarding so that individuals are protected from harm and abuse.

10. You maintain accurate records and always understand and respect confidentiality.

Responsible for staff/ equipment
None
Reporting to
Manager/ Senior Specialist Support Worker

Essential Criteria

Qualifications, Vocational Training and Professional Memberships

You will have attained or be willing to undertake

- QCF Level 2 Diploma in Health & Social Care (Adults) (within 2 years)
- Moving and Handling (immediately)
- Positive Behaviour Management(within 6 months)

Our Core Values and Behaviours
Click here for the full framework

One Team:
Recognition & Support - You work well as part of a team, considering your own and others wellbeing.

Customers First:
Customer Focus - You actively seek the diverse views of individuals who use our services, to improve our service delivery through Welsh and English.

Integrity:
Inclusion & Values - You treat everyone fairly, showing respect and sensitivity towards differences and language preference (Welsh or English).

Excellence:
Analysing - You take a positive approach to deal with problems and find ways to identify suitable solutions.

Take Responsibility:
Demonstrates Responsibility - You hold yourself accountable for what you have promised to deliver, including tasks delegated to others.

Listening:
Understanding Others - You listen to understand alternative viewpoints and needs, responding sensitively and checking understanding where necessary.

Knowledge

You demonstrate knowledge and understanding of the differing needs and abilities of people with learning disabilities, physical disabilities and complex needs.

You demonstrate knowledge and understanding of confidentiality at all times.

Job Specific Skills

You must be willing to undertake the medication training identified to meet extended care needs e.g. administering rescue medication for epilepsy and peg feeding

You show your ability to act as an advocate to communicate the individual needs of the people we support effectively.

Experience

You bring experience of supporting others in personal and/or work contexts.

Desirable Criteria

You have experience of supporting individuals with assessed care and support needs.

You demonstrate:
Continuous professional development;
Knowledge of relevant policies and procedures and current legislation relevant to the post;
Knowledge of the Code of Professional Practice for Social Care.

You are trained in Basic First Aid.

Full driving licence and willingness to undertake Unit Vehicle Test to transport service users.

LANGUAGE AND COMMUNICATION SKILLS

To meet the needs of the people who access our services, these are the language levels required. We can provide reasonable support to help you achieve this level.

Unsure what level you are? Check my language level

Welsh	**Spoken Level 2**	**Written level 1**
English	**Spoken Level 4**	**Written level 4**
Other		

DISCLOSURE AND BARRING SERVICES (DBS) CHECKS

DBS checks are required for some jobs, especially those that involve working with children and/or adults at risk of harm or exploitation (Guidance) For this job, we ask for:

Type of disclosure - Enhanced Disclosure with Barred list check

Workforce type - Working with Adults

Renewals – You will need to maintain an annual subscription with the DBS Update Service at your own cost.

Justification - (Enhanced Check With Barring List) As this job role involves providing personal care to adults and/or children, it is classed as Regulated Activity.

ANY OTHER INFORMATION
You will be provided with your rota at least four weeks in advance. This will include a range of shifts, including evenings and weekends, to meet the operational needs of the service.
Every employee is expected to uphold the authority's core values reflected within Our Core Values and Behaviours 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 need to be registered with Social Care Wales and maintain your registration at your own cost

AT DDEFNYDD Y SWYDDFA'N UNIG / **FOR OFFICE USE ONLY**	
Adran / **Department**	Gwasanaethau Cymdeithasol a Thai / Social Services & Housing

Is-adran/ **Division**	Gofal Cymdeithasol i Oedolion/ Adult Social Care
Rhan/ **Section**	Gwasanaeth Dydd/ Day Services

Paratowyd gan/ **Prepared By**	Craig Thomas
Dyddiad/ **Date**	Mehefin / June, 2026