Proffil Swydd/Job Profile

Teitl y Swydd – Gweithiwr Gofal Preswyl i Blant (Nosweithiau deffro)

Post Title – Residential Childcare Worker (Waking Nights)

Adran	Adran Wasanaethau Cymdeithasol a Thai
Department	Social Services and Housing Department
Is-Adran/Adain	Gwasanaethau Plant
Division/Section	Children's Services
Gradd/Grade	E +8% (+night allowance) E +8% (+lwfans nos)
Rhif y Swydd/Post Number	033828
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 yn cydweithio i greu amgylchedd diogel, cadarnhaol, gofalgar, cartrefol sydd wedi'i reoli'n dda, gan hyrwyddo gofal i phobl ifanc rhwng 5 a 18 oed sydd ag amrywiaeth o anableddau ac anghenion cymhleth

Prif Cyfrifoldebau

O dan gyfarwyddyd / goruchwyliaeth Rheolwr Gofal Preswyl/ yr Uwch-swyddog Gofal Preswyl i Blant / y Swyddog Gofal Preswyl i Blant:

- Darparu'r safon uchaf bosibl o ofal i blant a phobl ifanc 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.
- Diogelu pob plentyn/person ifanc y gallai ei anghenion neu ymddygiad beri risg iddynt hwy eu hunain neu i eraill.
- Cadwch gofnodion priodol a mynychu cyfarfodydd/adolygiadau plant yn ôl yr angen. 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.
- Cynorthwyo'r RCCO i gyd-weinyddu meddyginiaeth yn unol â chynllun trin y plentyn/person ifanc ac yn unol â Pholisi Meddyginiaethau'r awdurdod.
- Cyflawni dyletswyddau domestig yn y ganolfan yn ôl yr angen i sicrhau amgylchedd diogel a hylan, gan gynnwys paratoi prydau bwyd, glanhau a golchi dillad.
- Gyrrwch y cerbyd y cartref (gyda hyfforddiant / ardystiad perthnasol) a/neu weithredu fel hebrwng i'r plant/pobl ifanc wrth deithio.
- 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.
- 'Gweithredu i fyny' fel RCCO yn ôl yr angen.
- 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

Yn atebol i

Rheolwr Gofal Preswyl
Uwch-swyddog Gofal Preswyl i Blant
Swyddog Gofal Preswyl i Blant

Meini Prawf Hanfodol

Cymwysterau, Hyfforddiant galwedigaethol ac Aelodaeth Broffesiyno

Parodrwydd i ddilyn cwrs QCF Lefel 3 a phob hyfforddiant perthnasol arall.

Parodrwydd i gofrestru â Gofal Cymdeithasol Cymru.

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

Agwedd gadarnhaol at weithio fel aelod o dîm ac at ddatblygiad y gwasanaeth.

Gallu gweithio mewn partneriaeth â theuluoedd a gweithwyr proffesiynol eraill.

Sgiliau cyfathrebu da

Cynnal rheolau llym o ran cyfrinachedd.

Gwybodaeth

Datblygiad Plant

Profiad

Ymwneud yn uniongyrchol â phlant/pobl ifanc

Rhinweddau personol

Gallu rheoli digwyddiadau annisgwyl/na ellir eu rhagweld

Trwydded yrru – yn gallu gyrru y cerbyd y cartref (yn dilyn hyfforddiant/prawf cymhwysedd)

Parodrwydd i gael yswiriant car at ddibenion busnes.

Meino Prawf Dymunol

Diploma Lefel 3 y Fframwaith Cymwysterau a Chredydau (QCF) mewn Iechyd a Gofal Cymdeithasol (Plant a Phobl Ifanc) neu NVQ 3 mewn Gofalu am Blant a Phobl Ifanc neu gymhwyster cyfwerth.

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

Deddfwriaeth/canllawiau perthnasol e.e. Deddf Plant 1989/2004, Deddf Safonau Gofal 2000, Rheoliadau Cartrefi Plant (Cymru) 2002.

Gweithdrefnau amddiffyn/diogelu plant

Profiad - Gofalu am blant/pobl ifanc anabl

Profiad mewn safle preswyl, gyda phatrymau hyblyg o weithio sifftiau.

Sgiliau Iaith /Cyfathrebu

Cliciwch ar y ddolen - Pa lefel ydych chi?

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

Diwallu anghenion a sicrhau diogelwch a llesiant plant a phobl ifanc sy'n derbyn gofal a/neu blant anabl ag anghenion iechyd cymhleth mewn unrhyw un o leoliadau preswyl Sir Gaerfyrddin.

Main Purpose of Job

To form part of the staff team working together to create a safe, positive, caring, homely and well managed environment, promoting care for children and young people aged 5 to 18 years who have a range of complex needs, including emotional and behavioural difficulties.

Key responsibilities

Under the direction / supervision of the Residential Care Manager / Senior RCCO / RCCO:

- 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 and social and emotional development of all children and young people.
- Safeguard each child/young person whose needs or behaviour may pose a risk to themselves or others.
- Keep appropriate records and attend children's meetings/reviews as required. 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.
- Assist the RCCO in co-administering medication in line with the child/young person's treatment plan and in compliance with the authority's Medication Policy.
- Carry out domestic duties within the centre as necessary to ensure a safe and hygienic environment, including preparation of meals, cleaning and laundry duties.
- Drive the home vehicle (with relevant training / certification) and/or act as escort to the children/young people when travelling.
- Adopt a flexible attitude to the duties of the post which may have to be varied in discussion with the post holder due to the changing needs of the service / in keeping with the department's requirements of the post.
- 'Act up' as RCCO as required.
- The post holder may be required to work at associated establishments as and when required; at the local authority's residential children services as and when required.

Responsible for staff/equipment

Reporting to

Residential Care Manager
Senior Residential Child Care Officer
Residential Child Care Officer

Essential Criteria

Qualifications, Vocational training and Professional Memberships

Willingness to undertake QCF Level 3 and all other relevant training.

Willingness to register with Social Care Wales

Job Related Skills and Competencies

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

Ability to work in partnership with families and other professionals.

Good communication skills

Maintain strict rules of confidentiality.

Knowledge

Child Development

Experience

Direct involvement children/young people.

Personal qualities

Ability to manage unexpected/unforeseen events

Driving Licence – ability to drive home vehicle (following training / competency test)

Willingness to acquire business car insurance

Desirable Criteria

QCF Level 3 Diploma in Health & Social Care (Children & Young People) or NVQ 3 in Caring for Children and Young People or equivalent.

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

Relevant legislation/guidance e.g. The Children Act 1989/2004, The Care Standards Act 2000, Children's Homes (Wales) Regulations 2002.

Child Protection/safeguarding procedures

Experience of caring for disabled children/young people

Experience in a residential setting with flexible patterns of shift work.

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.

Magnitude of the job: To meet the needs and ensure the safety and wellbeing of children and young people looked after and / or disabled children with complex health needs at any one of Carmarthenshire's Residential settings.