Proffil Swydd/Job Profile

Teitl y Swydd – Gweithiwr Cymorth i Deuluoedd

Post Title – Family Support 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	F
Rhif y Swydd/Post Number	034592
Paratowyd Gan/Prepared by	Phil Pike
Dyddiad Paratoi/Date prepared	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

Darparu gwaith ymyrraeth mewn argyfwng a all ddigwydd y tu allan i oriau gwaith arferol a chynnig cymorth ymarferol i blant a theuluoedd gan sicrhau eu bod yn cael y cymorth cywir ar yr adeg gywir i gynnal plant yn y gymuned a'u hatal rhag dod yn blant sy'n derbyn gofal mewn gofal maeth. Cefnogi a gweithio ochr yn ochr ag ymarferwyr gwaith cymdeithasol a chael eich arwain i fodloni gofynion cefnogi anghenion iechyd emosiynol plant sy'n profi materion ymlyniad a thrawma yn eu teuluoedd a chefnogi gofalwyr maeth i weithio tuag at ailuno plant sy'n dychwelyd gartref at eu teulu/teulu estynedig/ffrindiau.

Y Prif Ddyletswyddau

1. Darparu gwasanaeth o safon i blant a phobl ifanc gan barchu a chynnal eu hawliau; darparu cymorth eiriolaeth, gan hyrwyddo eu hannibyniaeth i sicrhau bod eu dymuniadau a'u sylwadau'n cael eu hystyried yn llawn.
2. Meithrin perthnasoedd gwaith cadarnhaol gyda phlant, pobl ifanc a'u teuluoedd a'u gofalwyr a gweithio o ddull sy'n canolbwyntio ar blant, sy'n seiliedig ar hawliau
3. Rheoli llwyth achosion cytunedig o blant a theuluoedd a bod yn gyfrifol am sicrhau bod eu hanghenion yn cael eu hasesu a bod ymyriadau a gwasanaethau effeithiol ar waith i ddiwallu'r angen a nodwyd i wella canlyniadau a'u galluogi i gyrraedd eu potensial llawn fel unigolion hapus, iach, ymgysylltiol
4. Gweithio mewn partneriaeth ag amrywiaeth o asiantaethau o'r sector statudol, gwirfoddol ac annibynnol i sicrhau bod gwasanaethau cynhwysfawr yn cael eu darparu'n benodol i ddiwallu anghenion a nodwyd gan y plentyn/person ifanc.
5. Gweithio'n uniongyrchol gyda rhieni mewn amrywiaeth o sefyllfaoedd anodd er mwyn gwneud newidiadau cadarnhaol. Gallai hyn gynnwys defnyddio sgiliau ymwneud â phobl i ennyn cydweithrediad pobl a allai fod yn amharod i gyfrannu yn y broses ar y dechrau. Bydd hyn yn gofyn am waith person-ganolog, doethineb a diplomyddiaeth drwy gynnal ymyriadau systemig er mwyn hyrwyddo perthynas dda a sicrhau bod unigolion yn cael eu galluogi i fynegi eu hawliau, eu dymuniadau a'u teimladau.
6. Sicrhau bod plant a phobl ifanc yn cael eu diogelu yn unol â Gweithdrefnau Amddiffyn Plant Cymru Gyfan a chynnal asesiadau risg mewn sefyllfaoedd megis pan fyddwch yn gweithio ar eich pen eich hun ac yn cynnal gweithgareddau gyda phlant a'u teuluoedd.
7. Cydymffurfio â chanllawiau Cyngor Sir Caerfyrddin ynghylch cyfle cyfartal, arferion gwrthwahaniaethol a gwrthormesol, a hyrwyddo'r rheiny. Cynnal polisi cyfrinachedd a pholisi diogelu data Cyngor Sir Caerfyrddin a chydymffurfio â hwy bob amser wrth weithio.
8. Sicrhau bod yr holl gofnodion yn gywir, yn amserol ac wedi'u hysgrifennu mewn modd ac iaith sy'n glir ac yn ddealladwy i blant a theuluoedd sy'n adlewyrchu egwyddorion a gwerthoedd y Ddeddf Gwasanaethau Cymdeithasol a Llesiant.
9. Gweithio ar eich pen eich hun, mewn parau neu fel rhan o grŵp yn amodol ar anghenion y teuluoedd a'r gwasanaeth, yn unol â chyfarwyddyd y rheolwr llinell. Gallai hyn olygu cydweithio ag asiantaethau eraill e.e. ysgolion, Canolfannau

Plant Integredig, Dechrau'n Deg a Chanolfannau Plant. Trefnu eich llwyth gwaith eich hun a gweithio'n annibynnol.
Yn gyfrifol am staff/offer
Dim
Yn atebol i
Uwch-weithiwr Cymorth i Deuluoedd

Meini Prawf Hanfodol

Cymwysterau, Hyfforddiant Galwedigaethol ac Aelodaethau Proffesiynol

NVQ Lefel 3 neu gymhwyster cyfwerth mewn Gofal Plant, Iechyd a Gofal Cymdeithasol neu Addysg neu barodrwydd i weithio tuag at gyflawni'r cymhwyster (o fewn 2 flynedd)

Sgiliau sy'n Ymwneud â'r Swydd a Galluoedd

Sgiliau asesu er mwyn nodi anghenion/risgiau

Y gallu i gyfathrebu â theuluoedd, plant a phobl ifanc a gweithwyr proffesiynol, gan gynnal 'sgyrsiau anodd' gyda theuluoedd yn aml

Y gallu i roi cyngor rhianta/darparu rhaglen rianta

Y gallu i reoli eich llwyth gwaith eich hun

Y gallu i weithredu gweithdrefnau diogelu plant

Y gallu i gofnodi'n gywir gan lynu wrth amserlenni

Galluoedd

- Gweithio'n dda fel rhan o dîm, gan ystyried eich llesiant eich hun ac eraill
- Adnabod risg - cynllunio, cydnabod a gweithredu mesurau diogelwch mewn ymateb i'r risg i chi a/neu'r risg i eraill oherwydd ymddygiadau neu sefyllfaoedd
- Trin pawb yn deg, gan ddangos parch a sensitifrwydd tuag at wahaniaethau a dewis ieithyddol (Cymraeg neu Saesneg)
- Meithrin perthynas dda gydag unigolion yn seiliedig ar barch, ymddiriedaeth, gonestrwydd a dibynadwyedd
- Gwrando a myfyrio ar safbwyntiau ac anghenion eraill, gan ymateb yn sensitif a gwirio dealltwriaeth lle bo angen
- Rheoli eich perfformiad eich hun drwy ystyried eich perfformiad eich hun yn onest, gan nodi beth y gellid ei ddatblygu neu ei wneud yn wahanol yn y dyfodol.
- Ceisio dysgu newydd a chwilio am ffyrdd newydd o ddatblygu eich hun a'ch sgiliau Cymraeg
- Mabwysiadu ymagwedd gadarnhaol i ymdrin â phroblemau a dod o hyd i ffyrdd o nodi atebion addas.

Gwybodaeth

Dealltwriaeth o faterion diogelu, y gallu i roi gwybod am unrhyw bryderon mewn modd amserol
Datblygiad plant

Effaith y profiadau niweidiol yn ystod plentyndod ar fywyd teuluol

Y dulliau amrywiol o rianta sy'n cael eu derbyn yng Nghymru heddiw

Defnyddio genograms ac ecomapiau gyda theuluoedd

Sut i gynnal asesiadau o gryfder ac anghenion

Sut i gyfathrebu'n systemig â theuluoedd a phobl ifanc

Sgiliau cyd-drafod a chyfryngu

Deall sut y mae newid yn digwydd

Profiad

Gweithio gyda theuluoedd a phlant niwed i agored/dan anfantais

Gweithio mewn sefyllfaoedd heriol a sefyllfaoedd lle mae gwrthdaro'n

bosibl

Rheoli ymddygiad anodd

Cydweithio ag asiantaethau eraill

Gweithio ar eich pen eich hun mewn amrywiaeth o amgylcheddau gan gynnwys

cartrefi teuluoedd a'r broses asesu risg sy'n gysylltiedig â'r gwaith hwn

Rhinweddau Personol

Cymhelliant cryf

Hyblyg

Creadigol

Yn gyfathrebwr da, ar lafar ac yn ysgrifenedig

Sgiliau arsylwi da

Ymrwymiad i gynhwysiad cymdeithasol

Meini prawf dymunol

Mae gwybodaeth am weithio'n systemig a phrofiad ohoni yn ddymunol. Bydd hyfforddiant o ran y ffordd hon o weithio ar gael i'r ymgeisydd llwyddiannus.

Profiad o weithio/cysylltu gyda gwasanaethau oedolion

Sgiliau Iaith /Cyfathrebu

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

Cymraeg	**Sgiliau Llafar Lefel 4**	Sgiliau Ysgrifennu Lefel 3
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
Agwedd hyblyg tuag at ddyletswyddau'r swydd. Mae'n ofynnol i ddeiliad y swydd weithio gyda'r hwyr, ar benwythnosau ac yn ystod gwyliau ysgol yn ôl yr angen. Bydd angen i ddeiliad y swydd feddu ar drwydded yrru lawn y DU a chael defnyddio car i gyflawni'r swydd hon.

Main Purpose of Job

The provision of undertaking crisis intervention work which can happen out of normal working hours and offer practical support for children and families ensuring they receive the right help at the right time to maintain children in the community and prevent them from becoming looked after in foster care. To support and work alongside social work practitioners and be guided to meet the demands of supporting the emotional health needs of children who are experiencing attachment and trauma related issues within their families and support foster carers in working towards reunification of children returning home to their family/extended family/friends.

Key responsibilities

1. To provide a quality service to children and young people whilst respecting and upholding their rights; providing advocacy support and promoting their independence to ensure their wishes and views are fully considered.
2. To build positive working relationships with children, young people and their families and carers and work from a child-centred, rights based approach
3. Manage an agreed caseload of children and families and be responsible for ensuring their needs are assessed and effective interventions and services are in place to meet identified need to improve outcomes and enable them to reach their full potential as happy, healthy, engaged individuals
4. To work in partnership with a range of agencies from the statutory, voluntary and independent sector to ensure the provision of comprehensive services specifically designed to meet identified needs of the child/young person.
5. To work directly with parents under a variety of difficult situations in order to effect positive change. This may involve using interpersonal skills to gain the cooperation of people who are initially unwilling to engage in the process. This will require person centred working, tact and diplomacy using systemic interventions, in order to promote good relationships and ensure individuals are enabled to express their rights, wishes and feelings.
6. To ensure the safeguarding of children and young people in line with The All Wales Child Protection Procedures and to be able to risk assess situations including lone working and activities engaged in with children and families.
7. To adhere and promote Carmarthenshire County Council guidelines relating to equal opportunities, anti – discriminatory and anti-oppressive practice. Also, to uphold and work within Carmarthenshire County Council's confidentiality policy, including data protection at all times.
8. To ensure that all records are accurate, timely and written in a manner and language that is clear and understandable for children and families that reflects the principles and values of the Social Services & Wellbeing Act.
9. Requirement to work alone, in pairs, or as a group depending on the needs of the families and the service, at the direction of the line manager. This could mean joint working with other agencies e.g. schools, ICC's, Flying Start, and Children's Centres. Requirement to organise your workload and work independently.

Responsible for staff/equipment
Nil
Reporting to
Senior Family Support Worker

Essential Criteria

Qualifications, Vocational training and Professional Memberships

NVQ level 3 or equivalent in Childcare, Health or Social Care or Education or willingness to work towards achieving the qualification (within 2 years)

Job Related Skills and Competencies

Assessment skills in order to identify needs/risks

Ability to communicate with families, children, young people and professionals, often having to hold 'difficult conversations with families

To be able to provide parenting advice/deliver parenting programme

To be able to manage own workload

Able to implement child protection procedures

Able to record accurately and within timescales.

Competencies

- Work well as part of a team, considering your own and others wellbeing
- Recognise risk - plan, recognise and action safety measures in response to risk to self and/or others from behaviours or situations
- Treat everyone fairly, showing respect and sensitivity towards differences and language preference (Welsh or English)
- Establish good relationships with individuals based on mutual respect, trust, honesty and reliability
- Listen and reflect on alternative viewpoints and needs, responding sensitively and checking understanding where necessary
- Manage own performance by reflecting honestly on your own performance, identifying what could be developed or done differently in the future
- Seek out new learning and look for new ways to develop yourself and your Welsh language skills
- Take a positive approach to deal with problems and find ways to identify suitable solutions

Knowledge

Understanding of safeguarding issues, ability to report any concerns in a timely manner Child development

The impact of ACE's on family life

The various parenting styles acceptable in Wales today

The use of genograms and ecomaps with families

How to undertake assessments of strength and needs

How to communicate systemically with families and young people Negotiation and mediation skills Understand how change occurs
Experience
Working with vulnerable/disadvantaged families and children Working with challenging and confrontational situations Managing difficult behavior Working with other agencies Lone working in a variety of environments including families' homes and the risk assessment process associated with this work
Personal qualities
Self-motivated Flexible Creative Good communicator both verbal and written Good observational skills Commitment to social inclusion
Desirable Criteria
Knowledge and experience of working systemically is desirable. Training is available to the successful candidate in this way of working. Experience of working/liaising with adult services

Language and Communication Skills

Click on the link What level are you?

Welsh	**Spoken Level 4**	**Written level 3**
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.

Flexible attitude towards duties of the post.
It is a requirement of the post holder to work evenings, weekends and during school holidays as and when required.
The post holder will need to hold a full UK driver licence and have use of a car to undertake this role.