Proffil Swydd/Job Profile

Teitl y Swydd – Gyrrwr/ Technegydd Gwath Gosod

Post Title - Driver/ Installation Technician

Adran	Cymunedau
Department	Communities
Is-Adran/Adain	Gwasanaethau Integredig
Division/Section	Integrated Services
Gradd/Grade	E
Rhif y Swydd/Post Number	010495
Paratowyd Gan/Prepared by	Leigh George
Dyddiad Paratoi/Date prepared	Mai/May 2024

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

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.

Prif Ddiben y Swydd
Ymgymryd â dosbarthu, casglu, a chynnal a chadw cymhorthion ac offer anabledd o fewn y Sir yn effeithiol ac yn effeithlon. Ar ben hynny, gosod a gwneud addasiadau sylfaenol a/neu atgyweirio offer yn ôl yr angen.
Prif cyfrifoldebau
Cludo offer (yn cynnwys, ac nid yn unig, gwelyau proffilio trydan, offer lleddfu pwysau, teclynnau codi trydan a seddau baddon trydan) o'r Gwasanaeth Cyfarpar Cymunedol Integredig yn Nafen (neu safleoedd eraill yn ôl yr angen) i gartrefi'r defnyddwyr gwasanaeth a sefydliadau'r Bartneriaeth ac oddi yno. Wedi i'r eitemau gael eu dosbarthu, gosod/ffitio offer mewn modd diogel ac yn unol â chyfarwyddiadau'r Gwneuthurwr yn ogystal â dilyn protocolau Iechyd a Diogelwch bob amser. Bydd angen gwneud addasiadau sylfaenol i offer hefyd yn unol â chais y Rhagnodwyr a bod â'r gallu i roi adborth yn ôl yr angen i Ragnodwyr os oes unrhyw broblemau gyda'r offer/defnyddwyr gwasanaeth. Mynd ar ymweliadau gyda'r Therapyddion Galwedigaethol er mwyn rhoi cyngor technegol ynghylch yr offer. Cynorthwyo gyda'r gwaith o ddadheintio'n feddygol yr holl offer a ddychwelwyd gan sicrhau y cedwir at brotocolau rheoli heintiau bob amser. Ymgymryd â rhoi gwasanaeth ac atgyweirio sylfaenol, gan adnabod diffygion sylfaenol ar yr offer a'u hatgyweirio, ar y safle yn CICES ac yng nghartrefi'r defnyddwyr gwasanaeth yn ôl yr angen, yn unol â'r lefel sgiliau sy'n ofynnol ar gyfer y swydd. Cynnal gwiriadau diogelwch dyddiol ar gerbydau CICES gan lenwi taflenni cofnodi dyddiol a rhoi gwybod am unrhyw ddiffygion yn ôl yr angen, mae hyn hefyd yn cynnwys diheintio'r cerbyd/cerbydau CICES a ddefnyddir i gasglu a danfon offer i osgoi croeshalogi. Cynorthwyo i gynnal safonau rheoli heintiau mewn cerbydau ac adeiladau CICES yn unol â'r safonau sy'n bod ar y pryd. Cynorthwyo'r Rheolwr CICES Cynorthwyol yn ôl yr angen yn y warws, gan gynnwys cyfrif stoc, diweddaru cofnodion, llwytho cerbydau, glanhau a chynnal a chadw'r storfa. Bod â dealltwriaeth o'r materion sy'n effeithio ar gleientiaid a gofalwyr sydd angen cymhorthion ac offer, gan sicrhau bod yr holl ddefnyddwyr gwasanaeth yn cael eu trin yn gwrtais a sensitif gan sicrhau cyfrinachedd bob amser. Ymgymryd â hyfforddiant gweithgynhyrchwyr a hyfforddiant arall yn ôl yr angen - bydd hyn yn cael ei ddarparu ar y safle yn CICES ac mewn lleoliadau eraill ar draws y Sir.

Bydd disgwyl i ddeiliad y swydd weithio mewn amgylcheddau cyfyng ar adegau a delio ag offer trwm pan fo angen ac yn unol â safonau Iechyd a Diogelwch. Mae'r proffil swydd hwn yn cynnwys y prif ddyletswyddau yn unig. Wrth ymgymryd â'r prif ddyletswyddau bydd amrywiaeth o ddyletswyddau eraill yn cael eu gwneud yn sgil hynny. Mae dyletswyddau a chyfrifoldebau'r swydd yn cael eu hadolygu'n rheolaidd gallant newid yn unol â blaenoriaethau'r gwasanaeth a thrafodaethau gyda deiliad y swydd.
Yn gyfrifol am staff/offer
Bod yn gyfrifol am gerbyd yn ogystal â detholiad bach o offer i ganiatáu gosod cyfarpar a mân atgyweiriadau.
Yn atebol i
Rheolwr Gwasanaethau Offer Cymunedol Integredig Sir Gaerfyrddin.

Meini Prawf Hanfodol

Cymwysterau, Hyfforddiant galwedigaethol ac Aelodaeth Broffesiynol

Yn ddeiliad trwydded yrru lawn.

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

Y gallu i wneud penderfyniadau gwybodus mewn amgylchedd prysur.

Sgiliau trefnu gyda'r gallu i gwrdd â therfynau amser tynn.

Y gallu i ddefnyddio meddalwedd TG CICES yn effeithiol. Darperir hyfforddiant.

Y gallu i feithrin perthnasoedd gwaith o fewn yr Awdurdod Lleol a Bwrdd Iechyd Prifysgol Hywel Dda a chydag amrywiaeth o asiantaethau, sefydliadau a darparwyr gwasanaethau allanol.

Y gallu i weithio'n drefnus a bod yn greadigol wrth ddatblygu atebion i broblemau.

Bod yn ymwybodol o bwysigrwydd cyfathrebu a rhoi adborth.

Parch at gyfrinachedd cleientiaid a dealltwriaeth ohono.

Gwybodaeth

Gwybodaeth am y materion sy'n ymwneud ag anabledd a'r cymhorthion a'r offer cysylltiedig.

Dealltwriaeth o anghenion a galluoedd gwahanol y cleientiaid.

Gwybodaeth dda am ofal cwsmeriaid ac am sut y mae egwyddorion yn cael eu rhoi ar waith.

Profiad

Amgylchedd gweithdy, mecanyddol neu drydanol, gan weithio'n unol â safonau penodol a'u cyrraedd (e.e. cyfarwyddiadau'r gwneuthurwyr).

Profiad eang ei rychwant o weithio'n effeithiol/cydweithredu ag ystod o sefydliadau.

Profiad o weithio ar eich pen eich hun mewn amgylchedd heriol gan gyflawni terfynau amser tynn.

Rhinweddau personol

Bod yn gyfathrebwr effeithiol sydd â sgiliau rhyngbersonol, gan arfer doethineb, bod yn ystyriol a pharchu cyfrinachedd bob amser.

Y gallu i gydymffurfio â therfynau amser tynn a gweithio mewn amgylchedd sy'n gofyn llawer.

Y gallu i flaenoriaethu a threfnu llwythi gwaith.

Agwedd ofalgar.

Dangos ymrwymiad cadarn i hyrwyddo arferion gwrthwahaniaethol. Bod yn gadarn eich cymhelliad, yn frwd ac ymroi i weithio mewn tîm.
Meini Prawf Dymunol
Lefel gydnabyddedig o gymhwysedd mewn pwnc priodol, megis SEMTA Lefel 2, neu gyfwerth. Gwybodaeth am bolisïau a gweithdrefnau'r Awdurdod Lleol a'r Byrddau Iechyd Gwybodaeth a dealltwriaeth o anghenion cyfarpar ac arferion gwaith partneriaid allweddol gan gynnwys Bwrdd Iechyd Hywel Dda, sefydliadau gwirfoddol ac awdurdodau eraill ar gyfer cydweithio ar draws y sir.

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)	**Amh**	

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 **Gwiriad sylfaenol** Adran B – y math o weithlu **Ddim yn berthnasol** Adran C – A yw'n ofyniad ar gyfer adnewyddiadau DBS 3 blynedd neu DBS wedi cofrestru ar y gwasanaeth diweddaru **Nage**

Y RHESWM

UNRHYW WYBODAETH ARALL 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.
Y gallu i deithio ar draws y sir gyfan. Parodrwydd i fod yn Warden Tân ac yn Ddarparwr Cymorth Brys.

Main Purpose of Job
To undertake the effective and efficient delivery, collection and maintenance of disability aids and equipment within the County. Furthermore, to fit and make basic adjustments and/ or repairs to equipment as necessary.
Key responsibilities
To undertake the conveyance of equipment including (and not exclusively) electric profiling beds, pressure relieving equipment, electric patient hoists and electric bath seats from the Integrated Community Equipment Service in Dafen (or other sites as required) to and from service users' homes and Partnership establishments. Following delivery of items to install/ fit equipment in a safe manner and in accordance with the Manufacturer's instructions as well following Health & Safety protocols at all times. Basic adjustments to equipment will also be required as requested by Prescribers and the ability to feedback as required to Prescribers if there are any issues with the equipment/ service users. To undertake joint visits with Occupational Therapists in order to give technical advice regarding equipment. To assist in the medical decontamination of all returned equipment ensuring that infection control protocols are adhered to at all times. To undertake basic servicing and repairs, identifying and repairing basic faults on equipment both on site at CICES and at the residence of service users as and when required commensurate with the skill level required of the post. To carry out daily safety checks on CICES vehicles completing daily log sheets and reporting any faults as required this also includes the decontamination of the CICES vehicle(s) used for collecting and delivering equipment to avoid cross contamination. To assist in maintaining infection control standards in vehicles and the CICES building in accordance with standards current at the time. To assist the Assistant CICES Manager as required within the warehouse including stock taking, updating records, loading vehicles, store cleaning and maintenance. To understand the issues affecting clients and carers who require aids and equipment, ensuring that all service users are dealt with in a sensitive and courteous manner whilst maintaining confidentiality at all times. To undertake manufacturers and other training as and when required – this will be delivered on site at CICES and at other locations across the County.

The post holder will be expected to work in confined environments at times and work with heavy equipment when required and in line with Health & Safety standards. This job profile contains the principal duties only. There is a range of other duties implicit in carrying out the principal duties. The duties and responsibilities of the post are reviewed on a regular basis and are subject to change according to service priorities and discussions with the post holder.
Responsible for staff/equipment
Responsible for a vehicle as well as a small selection of tools to allow equipment installation and minor repairs to be undertaken.
Reporting to
Carmarthenshire Integrated Community Equipment Services Manager.

Essential Criteria

Qualifications, Vocational training and Professional Memberships

Hold a full driving licence.

Job Related Skills and Competencies

Ability to make informed decisions in a busy environment.

Organisational skills with an ability to work to strict timescales.

To be able to use CICES IT software effectively. Training will be provided.

The ability to develop construct working relationships both within the Local Authority and Hywel Dda University Health Board and with a rage of external agencies, organisations and service providers.

The ability to work methodically and be creative in developing solutions to issues.

To be aware of the importance of communication and feedback.

Understanding of and respect of client confidentiality.

Knowledge

Knowledge of the issues relating to disability and related aids and equipment.

Understanding of client differing needs and abilities.

Good knowledge of customer care and how the principles are applied.

Experience

Workshop environment, mechanical or electrical – working to and meeting specific standards (e.g. manufacturers' instructions).

A wide range of experience in effective working/ co-operation with a range of organisations.

Experience of working under own initiative in a challenging environment working to tight deadlines.

Personal qualities

Effective communicator with interpersonal skills, demonstrate tact, diplomacy and confidentiality at all times.

Able to meet deadlines and work in a busy and demanding environment.

Able to prioritise and organise workloads.

Caring attitude.

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

Positively motivated, enthusiastic and committed to a team approach to working.

Desirable Criteria
Recognised level of competency in appropriate subject such as SEMTA level 2 or equivalent. A knowledge of Local Authority and Health Board policies and procedures. Knowledge and understanding of equipment needs and working practices of key partners including Hywel Dda Health Board, voluntary organisations and other authorities for cross county collaborative working.

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 Basic check** **Section B – workforce type Not Applicable** **Section C – Does the post require 3 yearly DBS renewals or registration with the DBS online update service? No**

JUSTIFICATION

ANY OTHER INFORMATION
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.
Ability to undertake travel on a cross county wide basis. Willingness to act as a Fire Warden and Emergency First Aider.