Proffil Swydd/Job Profile

Teitl y Swydd – Cynorthwyydd Gwaith Cymdeithasol

Post Title – Social Work Assistant

Gradd/**Grade**	Gradd | Grade F
Rhif y Swydd/**Post Number**	026480

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
1. Cynnal asesiadau a rheoli gofal gyda defnyddwyr y gwasanaeth, teuluoedd a gofalwyr. 2. Rhoi cymorth cyffredinol i'r Gweithwyr Cymdeithasol yn y tîm er mwyn eu galluogi i gyflawni swyddogaethau statudol yn ogystal â darnau o waith ac asesiadau cymhleth iawn. 3. Cydweithio ledled Sir Gaerfyrddin i hyrwyddo a datblygu gwasanaethau cymunedol er mwyn cynnal dadansoddiad cadarn o'r hyn sydd ei angen yn y gymuned a'r hyn sydd ar gael ar hyn o bryd ar gyfer cynllunio at y dyfodol a sicrhau ansawdd i wella iechyd a llesiant.
Prif cyfrifoldebau
1. O dan oruchwyliaeth yr Uwch-ymarferydd Gwaith Cymdeithasol a/neu Reolwr y Tîm, cynnal Asesiadau Cyswllt cychwynnol/casglu gwybodaeth er mwyn hwyluso blaenoriaethu atgyfeiriadau ar gyfer eu dyrannu ac asesiadau cynhwysfawr. 2. Cynnal asesiadau penodol, llai cymhleth, a chyflawni tasgau rheoli gofal o dan gyfarwyddyd Uwch-ymarferydd. 3. Datblygu/llunio/gweithredu/monitro a gwerthuso cynlluniau gofal er mwyn sicrhau eu bod yn diwallu'r anghenion a nodwyd. 4. Rheoli llwyth achosion er mwyn rhoi blaenoriaeth i ofynion gweithredol a statudol priodol gan sicrhau y cydymffurfir bob amser â'r holl gyfarwyddyd deddfwriaethol a pholisïau Sir Gaerfyrddin. 5. Sicrhau bod uwch aelod o'r staff yn cael gwybod yn syth am unrhyw bryderon ynghylch Diogelu Oedolion Agored i Niwed neu unrhyw newid mewn amgylchiadau. 6. Sicrhau bod cofnodion achosion yn cael eu cadw mewn modd priodol, a chydymffurfio â'r gweithdrefnau y cytunwyd arnynt er mwyn hwyluso monitro, cynllunio a datblygu gwasanaethau. 7. Ymgymryd â hyfforddiant/goruchwyliaeth a chymryd rhan ynddynt er mwyn sicrhau y cynhelir safonau ac ansawdd gwaith. 8. Cydgysylltu a gweithio mewn partneriaeth ag amrywiaeth o asiantaethau o'r sectorau statudol, preifat, gwirfoddol ac annibynnol, er mwyn sicrhau y darperir gwasanaethau cynhwysfawr sydd wedi eu llunio'n benodol i ddiwallu'r anghenion a nodwyd. 9. Rhoi gwybodaeth i ddefnyddwyr y gwasanaeth, eu gofalwyr, a'u teuluoedd, ynghyd â siarad o'u plaid er mwyn sicrhau bod eu dymuniadau a'u sylwadau'n cael ystyriaeth lawn. 10. Helpu Gweithwyr Cymdeithasol i gyflawni cyfrifoldebau dyletswydd fel y bo'r angen.
Yn gyfrifol am staff/offer
Yn atebol i
Rheolwr Tîm

Meini Prawf Hanfodol

Cymwysterau, Hyfforddiant galwedigaethol ac Aelodaeth Broffesiyno

- Lefel dda o addysg (e.e. TGAU neu gymhwyster cyfwerth mewn Mathemateg, Cymraeg a/neu Saesneg)
- Cymhwyster Galwedigaethol Cenedlaethol (NVQ) Lefel 3 mewn Gofal neu gymhwyster arbenigol priodol (e.e. tystysgrif ailsefydlu) a pharodrwydd i gyrraedd Lefel 4 o fewn 3 blynedd
- Tystiolaeth o Ddatblygiad Proffesiynol Parhaus

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

- Y gallu i ymgysylltu â phobl â phroblemau iechyd meddwl a'u gofalwyr, i ennyn eu hymddiriedaeth a chefnogi eu hannibyniaeth, eu hyder a'u rheolaeth ar eu bywydau
- Profiad o gynnal asesiadau, o gyrchu gwasanaethau perthnasol, o gwblhau adolygiadau, ac o sicrhau y cedwir cofnodion cywir
- Y gallu i feddwl yn greadigol er mwyn dod o hyd i atebion sy'n diwallu anghenion pobl Sgiliau TG

Gwybodaeth

- Gwybodaeth am faterion sy'n wynebu'r Gwasanaethau Cymdeithasol, yn arbennig ym maes gwasanaethau iechyd meddwl
- Rhywfaint o wybodaeth am ddeddfwriaeth, polisïau ac arferion sy'n gysylltiedig ag asesu pobl â phroblemau iechyd meddwl.
- Gwybodaeth ac ymwybyddiaeth o bolisïau a gweithdrefnau Amddiffyn Plant Heddlu DyfedPowys
- Gwybodaeth am y prif faterion sy'n wynebu pobl â phroblemau iechyd meddwl.

Profiad

- Profiad o weithio ym maes gofal cymdeithasol neu mewn gwasanaethau cysylltiedig
- Profiad o weithio gyda phobl â phroblemau iechyd meddwl
- Profiad o fwydo cofnodion yn gywir yn electronig
- Profiad o gydweithio effeithiol fel rhan o dîm

Rhinweddau personol

- Egni, cymhelliant ac ymrwymiad
- Y gallu i weithio fel aelod o'r Tîm Asesu a Rheoli Gofal
- Sgiliau effeithiol o ran cyfathrebu ac ymwneud ag eraill
- Y gallu i flaenoriaethu gwaith a chwblhau tasgau

Meino Prawf Dymunol

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 5**
Arall (nodwch)		

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 gam fanteisio (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 – Bydd deiliad y swydd mewn cysylltiad rheolaidd ag oedolion sy'n agored i niwed

UNRHYW WYBODAETH ARALL

Main Purpose of Job
1. To undertake assessments and care management with service users, families and carers. 2. To provide general assistance to social workers in the team to enable them to perform statutory functions as well as very complex assessments and pieces of work. 3. To work collaboratively across Carmarthenshire to promote and develop community services in order to deliver robust analysis of what is needed in the community and what is currently available for future planning and quality assurance to optimise health and wellbeing.

Key responsibilities
1. Under the supervision of the Senior Social Work Practitioner and/or Team Manager, undertake initial Contact Assessments/information gathering to facilitate the prioritising of referrals for allocation and comprehensive assessment. 2. To undertake specific less complex assessment and care management tasks under the direction of a Senior Practitioner. 3. To develop/design/implement/monitor and evaluate care plans to ensure that they meet identified need. 4. To manage a caseload in order that priority is given to appropriate statutory and operational requirements ensuring that all legislative guidance and Carmarthenshire policies are adhered to at all times. 5. To ensure that any concerns regarding Safeguarding of Vulnerable Adults or change in circumstances are reported to a senior member of staff immediately. 6. To ensure the proper maintenance of case records and to follow agreed procedures in order to facilitate monitoring, planning and development of services. 7. To undertake and participate in training/supervision to ensure that standards and quality or work are maintained. 8. To liaise and work in partnership with a variety of agencies from the statutory, private, voluntary and independent sector to ensure the provision of comprehensive services specifically designed to meet identified need. 9. To act as an information resource and advocate for service user, their carers and families in order to ensure their wishes and views are fully taken into account. 10. To assist Social Workers with undertaking duty responsibilities as and when required.
Responsible for staff/equipment
Reporting to
Team Manager

Essential Criteria

Qualifications, Vocational training and Professional Memberships

- Good level of education (e.g. GCSEs or equivalent in Maths, Welsh and/or English)
- NVQ Level 3 in Care or appropriate specialist qualification (e.g. rehabilitation certificate) and willingness to undertake Level 4 within 3 years
- Evidence of continuing professional development

Job Related Skills and Competencies

- Ability to engage with people with mental health issues and their carer/s to gain their trust and to support their independence, confidence and control over their lives
- Experience of undertaking assessments, accessing relevant services, completing reviews and ensuring that accurate records are kept
- Ability to think creatively to deliver solutions to meet people's needs • IT skills

Knowledge

- Knowledge of issues facing Social Care, particularly in the area of services for mental health
- Some knowledge of legislation, policy and practice relating to assessment, people with mental health issues
- Knowledge and awareness of the Dyfed Powys Adult Protection policies and procedures
- Knowledge of major issues facing people with mental health issues.

Experience

- Experience of working within social care or related services
- Experience of working with people with mental health
- Experience of completing accurate records electronically
- Experience of effective team working

Personal qualities

- Energy, drive and commitment
- Ability to work as a member of the Assessment and Care Management Team
- Effective communication and interpersonal skills
- Ability to prioritise work and complete tasks

Desirable Criteria

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 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 - The post holder will have regular contact with vulnerable adults

ANY OTHER INFORMATION

The post holder will need to be able to travel to meetings etc. within and outside the county.

Adran / **Department**	Gwasanaethau Cymdeithasol a Thai | Social Services & Housing

Is-adran/ **Division**	Gofal Cymdeithas Oedolion Adult Social Care
Rhan/ **Section**	

Paratowyd gan/ **Prepared By**	Corinne Everett-Guy
Dyddiad/ **Date**	Tachwedd / November, 2026