Proffil Swydd/Job Profile

Teitl y Swydd – Gweithiwr Gofal - Dydd
Post Title – Care Worker - Days

Adran	Cymunedau
Department	Communities

Is-adran/Adain	Cartrefi a Chymunedau Mwy Diogel
Division/Section	Homes & Safer Communities

Gradd/Grade	D

Rhif y Swydd/Post Number	010012

Paratowyd Gan/Prepared By	Heike Clarke

Dyddiad/Date	Awst/August 2021

Prif Ddiben y Swydd

Gofalu am bobl hŷn sydd ag amrywiaeth eang o anghenion cymhleth gan gynnwys dementia ac eiddilwch corfforol. Byddwch yn rhan o dîm prysur ac ymroddedig sy'n gweithio yn y cartref gofal preswyl.

Byddwch yn darparu gofal o lefel uchel gan gynnwys gofal personol corfforol yn ogystal â hyrwyddo annibyniaeth a chymuned fywiog yn y cartref preswyl.

Byddwch yn gweithio'n unol â'r safonau a osodwyd gan Gôd Ymarfer Proffesiynol Gofal Cymdeithasol Cymru ar gyfer Gweithwyr Gofal Cymdeithasol.

Y Prif Ddyletswyddau

1. Dangos amynedd, gofal, a dealltwriaeth o ran anghenion arbenigol, a chymhleth ar adegau, pobl hŷn.
2. Rhoi meddyginiaeth i fodloni gofynion gofal cymhleth preswylwyr yn unol â pholisi meddyginiaethau'r Gwasanaeth a chynlluniau gofal a chymorth, sy'n cael eu hadolygu'n rheolaidd.
3. Bod yn gyfrifol am gadw at weithdrefnau rheoli haint gan gynnwys defnyddio cyfarpar diogelu personol yn briodol a fydd yn cael eu hadolygu'n rheolaidd.
4. Gweithio fel rhan o dîm a chyda gweithwyr iechyd proffesiynol eraill i alluogi ein preswylwyr i fod mor annibynnol â phosibl ac i feddu ar gynifer o sgiliau bywyd beunyddiol ag y bo modd, er mwyn gwella ansawdd eu bywyd.
5. Cyflawni gofynion y rôl, gan ysgwyddo cyfrifoldebau gweithiwr allweddol o ran darparu gofal, a chan siarad o blaid preswylwyr er mwyn sicrhau y perchir eu hawliau a'u dewisiadau gofal unigol.
6. O dan gyfarwyddyd y rheolwr/uwch weithiwr cymorth, fel gweithiwr allweddol bydd yn ofynnol ichi gofnodi'n ddarllenadwy ac yn gywir y dogfennau perthnasol sy'n cyfrannu at ffeil gofal preswylydd, gan sicrhau y cydymffurfir â Deddf Rheoleiddio ac Arolygu Gofal Cymdeithasol (Cymru) 2016 ar gyfer Pobl Hŷn.
7. Cydymffurfio â'r ddeddfwriaeth iechyd a diogelwch er mwyn hyrwyddo amgylchedd glân, hylan, a diogel i staff, preswylwyr ac ymwelwyr.
8. Bod yn atebol am eich arferion gwaith a bod yn gyfrifol am gynnal a datblygu eich gwybodaeth a'ch sgiliau yn unol â'r Côd Ymarfer Proffesiynol ar gyfer Gweithwyr Gofal Cymdeithasol.
9. Cymryd rhan mewn goruchwylio rheolaidd, cyfarfodydd tîm ac arfarnu blynyddol, a chwblhau'r hyfforddiant y cytunwyd arno â'ch rheolwr llinell
10. Cyflawni unrhyw ddyletswyddau eraill yn ôl yr angen.

Yn gyfrifol am staff/offer

AMH.

Yn atebol i

Rheolwr y Cartref Gofal

Meini Prawf Hanfodol

Cymwysterau, Hyfforddiant Galwedigaethol, Aelodaethau Proffesiynol

- Diploma Lefel 2 mewn Iechyd a Gofal Cymdeithasol (Oedolion) neu ymrwymiad i ymgymryd â hynny.
- Y Fframwaith Cymwysterau a Chredydau (FfCCh) neu ymrwymiad i ymgymryd â hynny.
- Cofrestru â Gofal Cymdeithasol Cymru neu ymrwymiad i gofrestru.
- Y gallu i arddangos datblygiad proffesiynol parhaus i gynnal eich cofrestriad Gofal Cymdeithasol Cymru.

Sgiliau sy'n Ymwneud â'r Swydd a Galluoedd

- Y gallu i fod yn hyblyg ac addasu i newid.
- Y gallu i gyfathrebu'n dda ag eraill.
- Y gallu i weithio'n annibynnol ac mewn tîm.
- Y gallu i reoli blaenoriaethau sy'n gwrthdaro a rheoli eich amser eich hun.

Gwybodaeth

- Gwybodaeth a dealltwriaeth o anghenion gofal unigolyn.

Profiad

- Profiad o ryngweithio/gweithio gyda phobl yn gadarnhaol (gwaith gwirfoddol neu waith â thâl e.e. gweithgareddau chwaraeon ac ati).

Rhinweddau Personol

Mae'n rhaid i chi ddangos y rhinweddau personol canlynol, sy'n cyd-fynd â'n gwerthoedd craidd:

Un Tîm
- Meddu ar agwedd gadarnhaol ac yn edrych ar ôl eich llesiant eich hun a'n ystyried llesiant eraill.

Rhagoriaeth
- Parodrwydd i ddysgu a datblygu, ystyried gwneud pethau'n wahanol a pharodrwydd i weithio ar eich gorau.

Uniondeb
- Deall ffiniau proffesiynol, dangos parch tuag at eraill a thrin pobl yn deg.

Cymryd Cyfrifoldeb:
- Bod yn gyfrifol am dasgau, parodrwydd i rannu gwybodaeth a defnyddio adnoddau'n ofalus.

Cwsmeriaid yn Gyntaf
- Canolbwyntio ar anghenion y cwsmer a gweithio gyda chwsmeriaid i wella pethau.

Meini prawf dymunol

- Cymorth Cyntaf Sylfaenol

Sgiliau Iaith a Chyfathrebu

Cliciwch ar y ddolen Beth yw lefel eich gallu?

Cymraeg	**Sgiliau Llafar Lefel 3**	**Sgiliau Ysgrifennu Lefel 1**
Saesneg	**Sgiliau Llafar Lefel 3**	**Sgiliau Ysgrifennu Lefel 3**
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 oedolion**

Y RHESWM

Bydd deiliad y swydd yn gweithio mewn amgylchedd lle bydd yn ymwneud gryn dipyn ag oedolion sy'n agored i niwed.

UNRHYW WYBODAETH ARALL

Ymrwymiad i ddatblygu sgiliau a chyflawni rôl yr Uwch-weithiwr Cymorth pan fo angen. Hyblygrwydd er mwyn sicrhau bod digon o weithwyr ar gael i ddiwallu anghenion y preswylydd. Bod yn barod i weithio yn un o sefydliadau eraill yr awdurdod lleol, mewn argyfwng.

Main Purpose of Job

- Caring for older people with a wide variety of complex needs including dementia and physical frailty, you will be part of a busy and committed team who work in the residential care home.
- You will provide a high level of care including physical personal care as well as promoting independence and a vibrant community in the resident's home.
- You will work in accordance with the standards set by the Social Care Wales Code of Professional Practice for Social Care Workers.

Key responsibilities

1. To demonstrate patience, caring and understanding of the specialist and, sometimes, complex needs of older people.
2. To administer medication to meet the complexity of residents' care requirements in line with the Service's medication policy and care and support plans, which are reviewed on a regular basis.
3. To be responsible for adhering to infection control procedures including appropriate use of personal protective equipment which will be regularly reviewed.
4. To work as part of a team and with other health professionals to enable our residents to maximise their independence and daily living skills to enhance quality of life.
5. To undertake the requirements of the role, fulfilling the key worker responsibilities for care delivery and acting as an advocate for residents to ensure their individual care rights and choices are respected.
6. Under the direction of the manager/senior support worker, in your role as a key worker you will be required to accurately and legibly record relevant documentation which contributes to the residents care file, ensuring compliance with the Regulation and inspection of Social Care (Wales) Act 2016 for Older People.
7. To comply with health and safety legislation to promote a clean, hygienic and safe environment for staff, residents and visitors.
8. To be accountable for your work practice and take responsibility for maintaining and improving your knowledge and skills in accordance with the code of Professional Practice for Social Care Workers.
9. To participate in regular supervision, team meetings and annual appraisal and to undertake training as agreed with your line manager
10. To undertake any other duties as required.

Responsible for staff/equipment

N/A

Reporting to

Care Home Manager

Essential Criteria

Qualifications, Vocational training and Professional Memberships

- Level 2 Diploma in Health and Social Care (Adults) or a commitment to undertake.
- Qualifications and Credit Framework (QCF) or a commitment to undertake.
- Social Care Wales Registration or commitment to register.
- Ability to demonstrate continuous professional development to uphold the Social Care Wales Registration.

Job Related Skills and Competencies

- Ability to be flexible and can adapt to change.
- Ability to communicate well with others.
- Ability to work on own initiative and as part of a team.
- Ability to manage conflicting priorities and own time.

Knowledge

- Knowledge and understanding of individual's care needs.

Experience

- Experience of positively interacting/working with people (voluntary or paid work e.g. sport activities, etc.).

Personal qualities

You must demonstrate the following personal qualities, which align with our core values:

One Team
- Having a positive attitude and looks after own well-being and considers the wellbeing of others.

Excellence
- Willing to learn and develop, thinks about doing things differently and is prepared to work at their best.

Integrity
- Understands professional boundaries, demonstrates respect for others and treats people fairly.

Take Responsibility by:
- Takes ownership of tasks, willing to share knowledge and uses resources carefully.

Customer First
- Focuses on the need of the customer and works with them to make things better.

Desirable Criteria

- Basic First Aid

Language and Communication Skills

Click on the link What level are you?

Welsh	**Spoken Level 3**	**Written level 1**
English	**Spoken Level 3**	**Written level 3**
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 **Adult Workforce**

JUSTIFICATION

The post holder will be in an environment where they have significant contact with vulnerable adults.

ANY OTHER INFORMATION

Commitment to develop skills and undertake Senior Support Worker role as and when necessary. To be flexible in order to provide appropriate cover to meet the needs of the resident. To be prepared, in an emergency, to work in another Local Authority establishment.