# Proffil Swydd/Job Profile

## Teitl y Swydd – Gofalwr Cartref
## Post Title - Home Carer

| | |
|---|---|
| Adran | Cymunedau |
| Department | Communities |
| Is-Adran/Adain | Gofal Cymdeithasol I Oedolion |
| Division/Section | Adult Social Care |
| Gradd/Grade | E |
| Rhif y Swydd/Post Number | 014097 |
| Paratowyd Gan/Prepared by | Rheolwr y Tim Gofal Cartref / Home Care Team Manager |
| Dyddiad Paratoi/Date prepared | Ebrill / April 2025 |

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**

- Darparu gofal a chymorth i oedolion sy'n byw yn Sir Gaerfyrddin, sydd ag anghenion gofal a chymorth asesedig.

- Helpu pobl i aros yn annibynnol gartref, a hyrwyddo eu llesiant. Gan gynnwys darparu gofal personol uniongyrchol i bobl i'w galluogi i fyw gartref, gan ddewis eu ffordd o fyw, cyhyd ag y dymunant.

- Gweithio mewn Gwasanaeth Cymorth Cartref a reoleiddir, i ddod yn weithiwr Gofal Cymdeithasol cofrestredig gyda Gofal Cymdeithasol Cymru, ac i gadw at y côd ymarfer proffesiynol a'r canllawiau arfer ar gyfer gweithwyr gofal cymdeithasol.

**Prif cyfrifoldebau**

1. Gweithio gyda phobl sy'n defnyddio'r gwasanaeth i gyflwyno eu cynllun personol sy'n nodi sut y maent yn dymuno derbyn eu gofal a'u cymorth. Chi sy'n gyfrifol am ddarparu pob agwedd ar angen asesedig y person ac mae'n rhaid i chi adlewyrchu'r hyn sy'n bwysig iddynt. Bydd cynllun pob unigolyn wedi'i deilwra iddynt. Byddwch yn gweithio gyda phobl y gall eu hanghenion amrywio bob dydd, a bydd angen i chi allu addasu eich dull gweithredu i gyd-fynd ag anghenion y person rydych yn ei gefnogi.

2. Cefnogi pobl ag anghenion iechyd a gofal cymhleth. Gall hyn gynnwys (ond heb fod yn gyfyngedig i) cefnogi neu helpu pobl yn uniongyrchol gyda'r canlynol:-

    i. Cynnal ymataliaeth, gan gynnwys gofal stoma, a chymorth i drin cathetrau ac ati.
    ii. Golchi, gwisgo, defnyddio'r ystafell ymolchi.
    iii. Anghenion maeth gan gynnwys paratoi prydau bwyd, a chymorth i fwyta ac yfed. Efallai y bydd gofyn i chi wneud hyn o dan ganllawiau asesiad llyncu Therapydd Iaith a Lleferydd.
    iv. Cynnal cyfanrwydd y croen ac atal briwiau pwyso rhag ffurfio. Gweithio ochr yn ochr â gweithwyr iechyd proffesiynol i ofalu am gyfanrwydd y croen lle mae briwiau pwyso wedi datblygu.
    v. Cymryd eu meddyginiaeth, a all gynnwys naill ai atgoffa'r person neu drwy roi meddyginiaeth yn uniongyrchol i'r person, archebu meddyginiaeth reolaidd ar ei ran, a chofnodi'n gywir y modd y rhoddir meddyginiaeth.

3. Byddwch yn gyfrifol am gadw cofnodion cywir o bob ymweliad, ac yn gwneud neu'n cyfrannu at unrhyw adroddiadau y gallai fod eu hangen o bryd i'w gilydd, gan asiantaethau partner, neu weithwyr proffesiynol eraill. E.e. cwblhau atgyfeiriadau diogelu, rhaid i chi fod yn wyliadwrus a gallu adnabod a rhoi gwybod am unrhyw newidiadau o ran golwg y person rydych yn ei gefnogi, a rhoi gwybod i'r meddyg teulu, Nyrs Ardal ac ati.

4. Ar adegau, efallai y byddwch yn dod ar draws sefyllfa frys a fydd yn gofyn i chi gysylltu â'r gwasanaethau brys drwy ffonio 999. Chi sy'n gyfrifol am gofnodi a rhoi gwybod i'r holl reolwyr perthnasol a gweithwyr proffesiynol eraill am unrhyw gamau brys yr ydych wedi'u cymryd.

5. Bydd gofyn i chi weithio ar eich pen eich hun, ac mewn sefyllfaoedd lle bydd angen i chi gymryd camau heb gyfarwyddyd. Mae'r gallu i werthuso sefyllfa, asesu unrhyw risgiau a gweithredu'n ddiogel ac yn briodol yn sgil hanfodol wrth weithio ar eich pen eich hun.

6. Mae'n rhaid i chi weithio bob amser i gynyddu annibyniaeth pobl gymaint ag y bo modd. Gall hyn olygu y byddwch o bryd i'w gilydd yn gweithio ochr yn ochr â Ffisiotherapyddion, neu Therapyddion Galwedigaethol i gyflwyno cynllun gweithgareddau dan arweiniad therapi a gynlluniwyd yn benodol ar gyfer y person rydych yn ei gefnogi. Byddwch yn gyfrifol am gyflawni'r cynllun ac adrodd a chofnodi'r cynnydd y mae'r person wedi'i wneud.

7. Fel Gweithiwr Gofal Cymdeithasol cofrestredig, mae'n ofynnol i chi gwblhau 90 awr o hyfforddiant dros dair blynedd i aros ar y gofrestr.

| **Yn gyfrifol am staff/offer** |
| --- |
| Dim |
| **Yn atebol i** |
| Rheolwyr y Tim Gofal Cartref |

**Meini Prawf Hanfodol**

**Cymwysterau, Hyfforddiant galwedigaethol ac Aelodaeth Broffesiynol**

Lefel 2 neu 3 mewn iechyd a gofal cymdeithasol (Diploma, QCF neu NVQ) neu gymhwyster cyfatebol.

A/Neu

Ddyfarniad Egwyddorion a Gwerthoedd Gofal Cymdeithasol Cymru

Fframwaith Sefydlu Cymru Gyfan ar gyfer Iechyd a Gofal Cymdeithasol

Neu ymrwymiad i gwblhau'r uchod o fewn chwe mis cyntaf cyflogaeth

Mae cofrestru fel Gweithiwr Gofal Cymdeithasol gyda Gofal Cymdeithasol Cymru yn orfodol.

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

Dealltwriaeth o'r sector gofal cymdeithasol ac anghenion pobl sy'n defnyddio gwasanaethau Gofal Cartref.

Y gallu i weithio ar eich liwt eich hun a dod o hyd i atebion pragmatig i'r heriau a wynebir.

Y gallu i feithrin hyder, ysgogi ac annog pobl i aros yn annibynnol.

Y gallu i gyfathrebu'n effeithiol ag amrywiaeth o weithwyr proffesiynol, y bobl sy'n defnyddio'r gwasanaeth a'u teuluoedd.

Sgiliau da o ran cyfathrebu ar lafar ac yn ysgrifenedig, a'r gallu i wneud cofnodion a nodiadau achos cywir.

Sgiliau rhifedd da.

Y gallu i yrru / parodrwydd i ddysgu. – bydd hyfforddiant arbenigol ar gyfer cerbydau 4x4 yn cael ei ddarparu i alluogi deiliad y swydd i ddefnyddio ceir adrannol.

NEU

Fynediad i ddull addas o deithio a'r gallu i deithio i ddarparu'r gofal a'r cymorth angenrheidiol i bobl yn ystod eu hamseroedd dynodedig.

**Gwybodaeth**

Er bod tystiolaeth o wybodaeth a dysgu blaenorol o ran sgiliau gofal yn ddymunol, er mwyn cyflawni'r rôl yn gymwys, darperir hyfforddiant i sicrhau eich bod yn bodloni'r safonau gofynnol yn y meysydd a restrir isod o fewn y chwe wythnos gyntaf:

- Technegau codi a chario diogel.
- Atal a Rheoli Heintiau

- Rhoi meddyginiaeth yn ddiogel yn unol â Pholisi Cymru Gyfan ar gyfer Rhoi Meddyginiaethau a Pholisi Rhoi Meddyginiaethau mewn Gofal Cartref (Cymru)
- Gwybodaeth gadarn am ystod o gyflyrau clinigol.
- Ymwybyddiaeth o ddementia
- Technegau ailalluogi / galluogi. • Bwndel SKIN – atal briwiau pwyso a gofalu am gyfanrwydd y croen. • Hylendid y geg
- Hylendid Bwyd – Sylfaenol
- Cymorth Cyntaf Sylfaenol.
- Polisi Diogelu Cymru Gyfan
- Adrodd a chofnodi mewn nodiadau proffesiynol a chofnodion achos.
- Y Rheoliad Cyffredinol ar Ddiogelu Data
- Dealltwriaeth / ymwybyddiaeth o'r egwyddorion yn
    - Neddf Gwasanaethau Cymdeithasol a Llesiant (Cymru) 2014.
    - Deddf Rheoleiddio ac Arolygu Gofal Cymdeithasol (Cymru) 2016
    - Rheoliadau Gwasanaethau Rheoleiddiedig (Darparwyr Gwasanaeth ac Unigolion Cyfrifol) (Cymru) 2017

**Profiad**

Er bod profiad blaenorol yn ddymunol, rydym yn croesawu pobl nad ydynt erioed wedi gweithio yn y sector gofal o'r blaen. Mae rhaglen sefydlu helaeth ar waith i'ch cefnogi, a chyfnod dysgu o chwe mis ac yn ystod y cyfnod hwnnw mae'n rhaid i chi gwblhau eich hyfforddiant Fframwaith Sefydlu Cymru Gyfan a dod yn Weithiwr Gofal Cymdeithasol cofrestredig gyda Gofal Cymdeithasol Cymru.

**Rhinweddau personol**

Y gallu i weithio heb oruchwyliaeth uniongyrchol.

Hyder i gyfarfod a gweithio ochr yn ochr â phobl newydd.

Ymrwymiad i'ch datblygiad a'ch dysgu personol eich hun.

Y gallu i gydymdeimlo â'r bobl rydych chi'n eu cefnogi

**Meini Prawf Dymunol**

Cofrestru gyda Gofal Cymdeithasol Cymru.

DBS trosglwyddadwy a chyfredol (dim datgeliadau) gyda thystiolaeth eich bod wedi cofrestru i wasanaeth diweddaru'r DBS.

Deall yr agenda iechyd a gofal cymdeithasol mewn perthynas â phobl hŷn a phobl anabl

Profiad blaenorol o weithio ym maes iechyd a gofal cymdeithasol

Profiad o ofalu am berthnasau a chyfeillion

| **Sgiliau Iaith /Cyfathrebu** |
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Cliciwch ar y ddolen **-** Beth yw lefel eich gallu?

| | | |
|---|---|---|
| Cymraeg | **Sgiliau Llafar Lefel 2** | **Sgiliau Ysgrifennu Lefel 2** |
| Saesneg | **Sgiliau Llafar Lefel 5** | **Sgiliau Ysgrifennu Lefel 5** |
| Arall (nodwch) | | |

| **GWIRIADAU'R GWASANAETH DATGELU A GWAHARDD (DBS)** |
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| 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<br><br>Adran A – y math o ddatgeliad **Datgeliad Manwl gan wirio'r rhestr wahardd**<br><br>Adran B – y math o weithlu **Y gweithlu oedolion**<br><br>Adran C – A yw'n ofyniad<br>ar gyfer adnewyddiadau DBS 3 blynedd neu<br>DBS wedi cofrestru ar y gwasanaeth diweddaru **Ie** |

| **Y RHESWM** |
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| Bydd deiliad y swydd yn gweithio yn y gymuned a bydd yn dod i gysylltiad rheolaidd ag oedolion yr ystyrir eu bod mewn perygl, gan weithio heb oruchwyliaeth ar adegau. Bydd y swydd yn gyfle i weithio gydag unigolion a meithrin perthynas â'r rhai sy'n derbyn gwasanaeth. Mae'n ofynnol i ddeiliad y swydd danysgrifio i wasanaeth diweddaru'r DBS. |

| **UNRHYW WYBODAETH ARALL** |
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| Mae'r bobl yr ydych yn eu cefnogi yn byw o fewn ffiniau Cyngor Sir Caerfyrddin, a bydd gofyn i chi deithio ledled y fwrdeistref yn ystod y dydd. Mae eich ymweliadau â phobl wedi'u trefnu ar gyfer amseroedd penodol. Darperir eich llwyth gwaith i chi drwy system monitro galwadau electronig, a bydd disgwyl i chi reoli'ch amser yn effeithiol a chadw at yr amserlen ragnodedig.<br><br>Cerbydau'r Awdurdod Lleol<br><br>Trwydded yrru lawn ac yn gallu teithio yn y Sir. Mewn llawer o ardaloedd gwledig yn y Sir, gellir darparu cerbydau wedi'u prydlesu. Pennir bod y cerbydau hyn ar gael ar gyfer llawer o rotâu yn yr ardaloedd hyn. Mae'n ofynnol fod staff yn defnyddio'r cerbydau hyn fel y pennir gan Reolwyr y Gwasanaeth. Darperir hyfforddiant i'r staff cyn iddynt ddefnyddio'r cerbydau hyn yn rhan o'u gwaith o ddydd i ddydd. |

Hyblygrwydd

Oherwydd natur y gwasanaethau a'r modd y mae gofynion y swydd yn datblygu'n barhaus, bydd yn rhaid cyfnewid gwaith â thimau eraill a'u cynorthwyo yn ôl yr angen. Efallai y bydd y patrymau gwaith yn amrywio er mwyn cynnal yr agenda integreiddio â'n partneriaid.

Cofrestru gyda Gofal Cymdeithasol Cymru

Bydd gofyniad gorfodol i Weithwyr Gofal Cymdeithasol gofrestru â Gofal Cymdeithasol Cymru ar ôl cwblhau'r dyfarniad Fframwaith Sefydlu Cymru Gyfan o fewn chwe mis cyntaf eich cyflogaeth.

Os na fyddwch yn cwblhau'r hyfforddiant gofynnol neu'n torri'r côd ymddygiad ar gyfer Gweithwyr Gofal Cymdeithasol, gallech gael eich dadgofrestru gyda Gofal Cymdeithasol Cymru, sy'n golygu na allwch weithio mewn gwasanaeth a reoleiddir mwyach. Er y bydd Cyngor Sir Caerfyrddin yn sicrhau bod pob cyfle ar gael i chi gyflawni eich nodau hyfforddiant, chi sy'n gyfrifol am gynnal eich cofrestriad eich hun, a sicrhau nad yw'n dod i ben.

**Main Purpose of Job**

- To provide care and support to adults living within Carmarthenshire County Council, who have an assessed care and support need.
- To support people to remain independent at home, and to promote their wellbeing. Including the provision of direct personal care to people to enable them to live at home, in the lifestyle of their choice, for as long as they wish to.
- To work within a regulated Domiciliary Support Service, to become a registered Social Care worker with Social Care Wales, and to abide by the professional code of practice and practice guidance for social care workers

**Key responsibilities**

1. To work with people who use the service to deliver their personal plan, which sets out how they wish to receive their care and support. You are responsible for delivering all aspects of the persons assessed need and must reflect what matters to them. Each person's plan will be bespoke to them. You will be working with people whose needs may fluctuate daily, and you will need to be able to adapt your approach to suit the needs of the person you are supporting.

2. To support people with complex heath and care needs. This could include (but is not limited to) supporting or directly assisting people :-

    a. To maintain continence, including stoma care, and support to manage catheters etc.
    b. To wash, dress, use the bathroom.
    c. With their nutritional needs, including meal preparation, and assistance to eat and drink. You may be required to do this under the guidance of a Speech & Language Therapist's swallow assessment.
    d. To maintain good skin integrity, and to prevent the formation of pressure areas, and to work alongside health professionals to manage skin integrity where pressure areas have developed.
    e. To take their medication, which could involve either prompting or directly administering medication to the person, ordering repeat medication on their behalf, and accurately recording the administration of medication.

3. You will be responsible for keeping accurate recordings of every visit you make, and to make or contribute to any reports that may be required from time to time, by partner agencies, or other professionals, e.g. the completion of safeguarding referral. You must be vigilant and able to recognise and report any changes in the presentation of the person you are supporting, and alert the persons GP, District Nurse etc.. if needs be

4. On occasions, you may encounter an emergency situation which will require you to contact emergency services via 999. You are responsible for recording and

informing all relevant managers and other professionals of any emergency actions you have taken.

5. You could be required to work on your own, and in situations where you will need to act on your own initiative. The ability to evaluate a situation, assess any risks and act safely and appropriately is an essential skill when lone working.

6. You must at all times work to maximise people's independence. This may mean that on occasions you will work alongside Physiotherapists, or Occupational Therapists to deliver a therapy led plan of activity designed specifically for the person you are supporting. You will be responsible for carrying out the plan and reporting and recording the progress the person has made.

7. As a registered Social Care Worker, you are required to complete 45 hours of training over three years to remain on the register.

| **Responsible for staff/equipment** |
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| None |
| **Reporting to** |
| Home Care Supervisors |

**Essential Criteria**

**Qualifications, Vocational training and Professional Memberships**

To hold or achieve within a reasonable timescale: -

Level 2 or 3 in health and social care (Diploma, QCF or NVQ) or equivalent.

And / OR

Social Care Wales Principles and Values Award

All Wales Induction Framework (AWIF) for Health and Social Care

Or a commitment to complete the above within the first six months of employment

Registration as a Social Care Worker with Social Care Wales is mandatory

**Job Related Skills and Competencies**

An understanding of the social care sector, and of the needs of people who use Homecare services.

Ability to work on your own initiative and find pragmatic solutions to challenges encountered.

The ability to install confidence, motivate and encourage people to remain independent.

The ability to communicate effectively with a range of professionals, with the people who use the service and their families

Good written and verbal communication skills, and the ability to make accurate recordings and case notes.

Good numeracy skills.

Ability to drive / willingness to learn. – specialist 4x4 training will be provided to enable the use of pool cars.

OR

Access to suitable mode of transport and the ability to travel to deliver the required care and support to people at their designated times.

**Knowledge**

Whilst evidence of prior knowledge and leaning in care skills is desirable, in order to carry out the role competently, training will be provided to ensure that you reach the required standards in the areas listed below within a reasonable timescale, and as part of your induction

- Safe moving and handling techniques.
- Infection Prevention and Control (IP&C)

- Safe administration of medication in line with the All-Wales Policy for Medicines Administration and Medication Administration in Domiciliary Care (Wales) Policy
- Sound knowledge of a range of clinical conditions.
- Dementia awareness
- Reablement / enabling techniques.
- Prevention of pressure areas and management skin integrity.
- Oral hygiene
- Basic food hygiene
- Basic first aid.
- All Waled Safeguarding Policy
- Reporting and recording in professional notes and case recordings.
- GDPR.
- Understanding / awareness of the principles contained within
    - Social Services & Wellbeing (Wales) Act 2014
    - Regulation and Inspection of Social Care (Wales) Act 2016
    - The Regulated Services (Service Providers and Responsible Individuals) (Wales) Regulations 2017

**Experience**

Whilst past experience is desirable, we welcome people who have never worked in the care sector before. There is an extensive induction programme in place to support you, and a six-month learning period during which time you must complete your AWIF training and become a registered Social Care Worker with Social Care Wales.

**Personal qualities**

Ability to work without direct supervision.

Confidence to meet and work alongside new people.

Commitment to your own personal development and learning.

Ability to empathise with the people you support

**Desirable Criteria**

Registration with Social Care Wales.

Portable and current DBS with evidence of sign up to the DBS update service.

Understanding of health and social care agenda in relation to older people and people with disabilities

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|---|
| Previous experience in the health or social care environment<br><br>Life experience in caring for family and friends |

| **Language and Communication Skills** |
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**Click on the link** What level are you?

| | | |
|---|---|---|
| Welsh | **Spoken Level 2** | **Written level 2** |
| English | **Spoken Level 5** | **Written level 5** |
| Other (please State) | | |

| **DISCLOSURE AND BARRING SERVICES (DBS) CHECKS** |
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| DBS Checks may be required for certain posts which work with children and vulnerable adults. This post requires:<br><br>**Section A – type of disclosure** **Enhanced Disclosure with Barred list check**<br><br>**Section B – workforce type** **Adult Workforce**<br><br>**Section C – Does the post require 3 yearly DBS renewals or registration with the DBS online update service?** **Yes** |

| **JUSTIFICATION** |
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| The jobholder will work within the community where they will have regular contact with adults considered at risk, at times unsupervised. The position will involve one to one contact with the opportunity to build up relationships with service users. The Jobholder is required to subscribe to the DBS update service |

| **ANY OTHER INFORMATION** |
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| The people you support live within the boundaries of Carmarthenshire County Council, and you will be required to travel throughout the borough in the course of the day. Your visits to people are scheduled for specific times. Your workload is provided to you via an electronic call monitoring system, and you will be expected to manage your time effectively and keep to the prescribed schedule<br><br>Local Authority Vehicles<br>Full driving licence and ability to travel within the County. In many rural areas of the County leased vehicles can be made available. Many rotas covering these areas have these vehicles designated to them. It is a requirement for staff to utilise these vehicles as determined by Service Managers. Training is provided prior to staff using these vehicles as part of their day to day duties. |

Flexibility

Due to the nature of the services and the continuous evolvement of your job role, there will be a requirement to work interchangeably with, and support other teams as required. Patterns of work may vary to support the agenda of integration with our partners.

Registration SCW

There will be a mandatory requirement to register as a Social Care worker with Social Care Wales on completion of the AWIF award within the first six month of your employment.

If you do not complete the required training or breach the code of conduct for Social Care Workers, you could be deregistered with Social Care Wales, which means that you can no longer work in a regulated service. Whilst Carmarthenshire County Council will make every opportunity available to you to achieve your training goals, you are responsible for maintaining your own registration, and ensuring that it does not lapse