



Cymhorthydd Gofal Dydd/Nos

Cyfeirnod y swydd: AHSS00046W3MTE

Lleoliad: Cysgod Y Gaer, Corwen

Cyflog: Gradd 3, £10.98 to £11.18 yr awr

Oriau: 30.25 yr wythnos

Parhaol

Nod Cysgod Y Gaer yw darparu gofal preswyl a gofal seibiant o ansawdd uchel sy'n ymateb i anghenion, er mwyn cefnogi pobl hŷn a'u teuluoedd/gofalwyr.

Rydym yn chwilio am Gymhorthydd Gofal Dydd/Nos yn Cysgod Y Gaer. Os teimlwch fod gennych chi'r agwedd hyblyg a gofalgar sydd ei hangen ar gyfer rhedeg y sefydliad yma'n esmwyth, lle mae anghenion y cleientiaid o'r pwysigrwydd mwyaf, yna hoffem glywed oddi wrthyich.

Fel cyflogwr sy'n canolbwyntio ar bobl gallwn gynnig cyfleoedd hyfforddi a datblygu i chi, polisiâu sy'n ystyriol o deuluoedd, gostyngiadau a buddion, yn ogystal â gyrfa wirioneddol werth chweil gyda ni

Penodiad yn amodol ar Ddatgeliad Gwasanaeth Datgelu ac Atal a geir daon boddhaol.

Os hoffech chi drafod unrhyw agwedd ar y swydd, ffoniwch Catherine Roberts ar 01490 412394.

Os oes gennych ddiddordeb yn y swydd wag hon, gwnewch gais ar-lein trwy ein gwefan www.sirddinbych.gov.uk Am ddulliau eraill o wneud cais, cysylltwch â'r Adran Gwasanaethau Cwsmeriaid ar 01824 706100.

Rhaid i ymgeiswyr gwblhau ein ffurflen gais i gael ei ystyried. Mae'n ddrwg gennym nad ydym yn gallu ateb pob cais. Os nad ydych wedi derbyn ateb o fewn tair wythnos i'r dyddiad cau, dylech gymryd yn ganiataol nad ydych wedi cyrraedd y rhestr fer am gyfweiliad.

Dyddiad Cau: 19/10/2023

Mae Cyngor Sir Ddinbych yn ymroddedig i Gyfle Cyfartal a'i Safonau Iaith Gymraeg. Rydym yn croesawu ceisiadau yn y Gymraeg. Sylwch na fydd unrhyw ffurflenni cais a dderbynnir yn y Gymraeg yn cael eu trin yn llai ffafriol na ffurflenni cais a gyflwynwyd yn Saesneg.

Day/Night Care Assistant

Job reference: AHSS00046W3MTE

Location: Cysgod Y Gaer, Corwen

Salary: Grade 3, £10.98 to £11.18 per hour

Hours: 30.25 per week

Permanent

Cysgod y Gaer aims to provide high quality needs-led residential and respite care to support older people and their families/carers.

We are looking for a Day/Night Care Assistant in Cysgod Y Gaer. If you feel that you can offer the caring and flexible attitude necessary for the smooth running of this establishment, where the residents' needs are of paramount importance, then we are interested in hearing from you.

As a people-focused employer we can offer you training and development opportunities, family friendly policies, discounts and benefits, as well as a truly rewarding career with us.

Appointment subject to Disclosure & Barring Service Check and satisfactory references.

If you would like to discuss any aspect of the post, please call Catherine Roberts (Registered Manager) on 01490 412394.

If you are interested in this vacancy, please apply on-line via the website www.denbighshire.gov.uk. For alternative methods of applying please contact Customer Services on 01824 706101.

Candidates must complete our application form to be considered. We regret that we are unable to reply to all applications. If you have not received a reply within three weeks of the closing date, you must assume that you have not been short listed for interview.

Closing Date: 19/10/2023

Denbighshire County Council is committed to Equal Opportunities and its Welsh Language Standards. We welcome applications in the Welsh Language and application forms received in the Welsh Language will not be treated less favourably than an application form submitted in English.

CYNGOR SIR DDINBYCH SWYDD-DDISGRIFIAD

| | |
|----------------------------------------------|--------------------------------------------------------------|
| Teitl y Swydd: | Cynorthwydd Gofal Dydd/Nos |
| Graddfa: | 3 |
| Gwasanaeth: | Gwasanaeth Gofal Cymdeithasol Oedolion a Digartrefedd |
| Maes Gwasanaeth: | Cartref Preswyl Cysgod Y Gaer |
| Yn atebol i: | Rheolwr y Cartref Preswyl |
| Cyfeirnod y Swydd / Dyddiad cyhoeddi: | 722 |

Pwrpas y Swydd

Darparu cefnogaeth fel rhan o dîm gofal ymroddedig i sicrhau bod anghenion preswylwyr/defnyddwyr gwasanaeth yn cael eu diwallu i'r safon uchaf posibl a'u bod yn cael profiad cadarnhaol o ofal preswyl/dydd.

Prif Gyfrifoldebau

Cynnig cymorth yn unol â chynllun gofal unigol pob preswilydd/ defnyddiwr gwasanaeth, gan amlygu anghenion cyfnewidiol a diwallu anghenion gofal cymdeithasol, emosiynol a chorfforol a chymryd rhan mewn cynadleddau ac adolygiadau achos. Bod yn weithiwr allweddol ar gyfer nifer bychan o breswylwyr a sicrhau bod cofnodion preswylwyr yn cael eu cadw yn unol â gweithdrefnau'r Cyngor Sir.

Sicrhau bod pob agwedd o ofal personol (e.e. cymorth i ymolchi, rheoli ymataliad) yn cael ei ddarparu mewn modd sensitif a pharchus gan amlygu meysydd ar gyfer eu gwella a'u datblygu. Sicrhau bod anghenion dietegol, maethol ac iechyd p breswylwyr yn cael eu diwallu.

Canfod ffyrdd effeithiol o gefnogi preswylwyr i fynegi eu dymuniadau a'u teimladau, i sicrhau bod ganddyn nhw gyfle i ddylanwadu ar ansawdd y gofal maent yn ei dderbyn.

Cefnogi preswylwyr i gynnal perthynas yn y Cartref, gyda'u teulu a'r gymuned ehangach i sicrhau eu bod yn cadw mewn cysylltiad â'r bobl bwysig yn eu bywydau.

Creu amgylchedd cefnogol a chartrefol lle mae rheolaeth bersonol ac annibyniaeth yn cael ei hyrwyddo i'r eithaf.

Cydymffurfio â Pholisïau a Gweithdrefnau'r Cyngor Sir a'r Canllawiau Arferion Gorau a chadw at safonau iechyd a diogelwch personol ac yn y gweithlu.

Ymgymryd â hyfforddiant pan fo angen a chyfrannu at gyfarfodydd fîm a staff.

Adnoddau / Offer / Deunyddiau

Trin offer symudol yn ddiogel h.y. teclynnau codi, cadeiriau olwyn, gwelyau, lifft, baddon ayyb.

Goruchwylio / Rheoli Pobl

Amherthnasol

Gwybodaeth, Sgiliau, Hyfforddiant a Phrofiad

Addysg gyffredinol da.

NVQ Lefel 2 mewn lechyd a Gofal Cymdeithasol neu Gymhwyster neu brofiad cyfwerth

Profiad bywyd perthnasol neu brofiad o weithio o fewn maes gofal arall e.e. Gofal Dydd a Gofal Cartref.

Ymwybyddiaeth o faterion sy'n effeithio ar oedolion diamddiffyn mewn sefydliad preswyl.

Parodrwydd i ddysgu sgiliau newydd a mynychu hyfforddiant perthnasol.

Y gallu i gyfathrebu ar bob lefel.

Rhywfaint o wybodaeth am rôl a swyddogaeth Adran y Gwasanaethau Cymdeithasol.

Agwedd synnwyr cyffredin ymarferol tuag at y swydd.

Yn gallu gweithio ar eich liwt eich hun.

Mae gallu siarad Saesneg yn rhugl yn hanfodol ar gyfer y swydd ac mae bod yn rhugl yn y Gymraeg yn hanfodol mewn rhai ardaloedd a dymunol mewn ardaloedd eraill.

Amodau Gwaith Arbennig

Cyswllt â gwastraff clinigol

Codi a symud cleientiaid ac offer

Agored i sylweddau cemegol

Defnyddio peiriannau symudol

Archwiliadau Cyflogaeth / Gofynion Penodol

Mae'n ofynnol i bob aelod newydd o staff fynd drwy ein gwiriadau recriwtio mwy diogel; clirio DBS, 2 eirida boddhaol yn cwmpasu 3 blynedd o gyflogaeth, tystiolaeth o gymwysterau hanfodol, tystiolaeth o'r Hawl i Weithio yn y DU, tystiolaeth o gofrestru gyda Gofal Cymdeithasol Cymru.

Mae Cyngor Sir Ddinbych yn cydnabod ei rwymedigaethau i ddiogelu plant ac atal caethwasiaeth a masnachu mewn pobl, gan wneud popeth o fewn ei allu i atal caethwasiaeth a masnachu mewn pobl o fewn ei fusnesau. Mae sawl math o gaethwasiaeth modern, gan gynnwys masnachu mewn pobl, llafur gorfodol, caethiwed a chaethwasiaeth.

Mae diogelwch yn bwysig i bawb, ac mae gofyn i holl gyflogeion Sir Ddinbych weithio yn unol â pholisïau a gweithdrefnau Diogelu Oedolion / Plant y Cyngor, mae dyletswydd



arnynt i roi gwybod am unrhyw bryderon sy'n codi yn ystod eu dyletswyddau a bod yn ymwybodol o arwyddion cam-fanteisio. Dylid codi unrhyw bryderon â'r Rheolwr Diogelu Penodedig er mwyn i'r Cyngor allu gweithredu pan gaiff camfanteisio ei adnabod.

Gweledigaeth / Cyd-destun

Mae'r swydd hon yn bodoli er mwyn darparu ymateb a chymorth gofalgwr i bobl hŷn mewn sefydliadau gofal preswyl sy'n ddiarffordd yn gorfforol neu'n feddyliol. Mae angen gwaith fîm ardderchog a glynu wrth nifer o bolisïau, gweithdrefnau a chanllawiau er mwyn cadw pobl hŷn yn ddiogel.

CYNGOR SIR DDINBYCH MANYLION AM YR UNIGOLYN

Mae'r Manylion yn nodi'r sgiliau, yr wybodaeth a'r profiad a ystyrir yn hanfodol er mwyn ymgymryd â dyletswyddau'r swydd yn effeithiol. Caiff ei defnyddio wrth lunio rhestr fer ac ar gyfer y broses o gyfweld am y swydd hon. Dylech ddangos ar eich ffurflen gais sut rydych yn bodloni'r meini prawf hyn. Byddwch ddim ond yn cael eich cynnwys ar y rhestr fer os ydych yn bodloni pob un o'r meini prawf hanfodol (â'r meini prawf dymunol lle bo'n berthnasol).

| | | | |
|-------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|
| Teitl y Swydd: | Cynorthwydd Gofal Dydd/Nos | | |
| Gwasanaeth: | Gwasanaeth Gofal Cymdeithasol Oedolion a Digartrefedd | | |
| Graddfa: | 3 | | |
| <u>MEINI PRAWF</u> | <u>HANFODOL</u> | <u>DYMUNOL</u> | <u>DULL ASESU</u> Ffurflen Gais / Cyfweliad / Cyflwyniad / Geirda ac ati |
| 1. ADDYSG A CHYMWYSTERAU | Addysg gyffredinol sylfaenol NVQ Lefel 2 mewn lechyd a Gofal Cymdeithasol neu Gymhwyster neu brofiad cyfwerth Prawf o'r gallu i dderbyn a chadw gwybodaeth ar gof | Cymhwyster ychwanegol perthnasol Cofrestru guda Gofal Cymdeithasol Cymru (gofyniad hanfodol wrth benodi) | Ffurflen Gais Cyfweliad |
| 2. PROFIAD PERTHNASOL | Profiad bywyd perthnasol Sgiliai gofalu ymarferol | Profiad gwaith perthnasol e.e. gofal preswyl neu ofal cartref | Ffurflen Gais Cyfweliad |
| 3. GWYBODAETH A SGILIAU CYSYLLTIEDIG Â'R SWYDD | Sgiliau gofalu ymarferol Y gallu i ymateb i anghenion gofal emosiynol, corfforol ac ymarferol Dealltwriaeth o anghenion pobl hŷn Yn gallu gweithio ar eich liwt eich hun | Yn drefnus, yn daclus ac yn ymwybodol o ddiogelwch | Ffurflen Gais Cyfweliad |

| | | | |
|--------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|---------------------------------------|
| <p>4. NODWEDDION PERSONOL</p> | <p>Awydd i ddysgu a datblygu sgiliau personol drwy ymgymryd â hyfforddiant priodol i gyrraedd potensial llawn</p> <p>Ymrwymiad i'r safonau gorau o ofal</p> <p>Doethineb, diplomyddiaeth a sensitifrwydd</p> | | <p>Ffurflen Gais</p> <p>Cyfweliad</p> |
| <p>5. GOFYNION ERAILL</p> | <p>Empathi gyda'r Gymraeg a diwylliant Cymru.</p> | <p>Yn rhigl yn Cymraeg</p> | <p>Ffurflen Gais</p> <p>Cyfweliad</p> |

DENBIGHSHIRE COUNTY COUNCIL JOB DESCRIPTION

| | |
|-------------------------------------|---------------------------------------------------|
| Job Title: | Day / Night Care Assistant |
| Grade: | 3 |
| Service: | Adult Social Care and Homelessness Service |
| Service Area: | Cysgod Y Gaer Care Home |
| Responsible to: | Residential Home Manager |
| Job ID Number / Date Issued: | 722 |

Job Purpose

To offer support as part of a care team dedicated to ensuring that Residents have their needs met to the highest possible standards and that they have a positive experience of residential care.

Principal Accountabilities and Responsibilities

To offer assistance in accordance with resident's individual care plan, highlighting changing hopes and needs, effectively meeting social, emotional, spiritual and physical care needs and participating in case conferences and reviews. To fulfil the keyworker function for a small number of residents and ensure that resident's records are kept in accordance with County Council procedures.

To encourage residents to remain independent and to promote a reabling ethos. To ensure that all aspects of personal care provided to residents (e.g. assistance to wash, bathe, and manage continence) is undertaken in a sensitive and respectful manner and to highlight areas for improvement and development. To ensure that the dietary, nutritional and health requirements of residents are met.

To find effective ways of supporting residents to express their wishes and feelings, to ensure that they have opportunities to influence the quality of care they receive.

To support residents in maintaining relationships within the home, the family and the wider community to ensure that residents maintain meaningful contact with key people in their lives.

To create a supportive, homely environment, where personal control and independence is maximised.

To follow county council policies, procedures and best practice guidelines and observe personal and work place health and safety standards.

To undertake training as needs are identified and to contribute to resident and staff meetings.

| |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Resources/Equipment/Material</p> <p>Safe handling of moveable apparatus i.e. hoists, wheelchairs, beds, lift, baths etc.</p> |
| <p>Supervision/Management of People</p> <p>N/A</p> |
| <p>Knowledge, Skills, Training and Experience</p> <p>Good general education.</p> <p>NVQ Level 2 in Health & Social Care or equivalent qualification or experience</p> <p>Relevant life experience or of working within another caring field.</p> <p>An awareness of the issues affecting vulnerable adults in a residential setting.</p> <p>A willingness to learn new skills and attend relevant training.</p> <p>Ability to communicate at all levels.</p> <p>Some knowledge of the role and function of a Social Services Department.</p> <p>A practical common sense approach to the role.</p> <p>Ability to work on own initiative.</p> <p>Fluency in spoken English is essential to the post and fluency in spoken Welsh is desirable.</p> |
| <p>Special Working Conditions</p> <p>Contact with clinical waste</p> <p>Manual handling of clients and objects</p> <p>Exposure to chemical substances</p> <p>Operating moving machinery</p> |
| <p>Employment Checks/ Specific Requirements</p> <p>All new starters are required to undergo our standard safer recruitment checks; DBS clearance, 2 satisfactory references covering 3 years employment, evidence of essential qualifications, evidence of Right to Work in the UK, evidence of registration with Social Care Wales.</p> <p>Denbighshire County Council recognises its obligations to safeguard children and adults together with preventing slavery and human trafficking and will do all in its power to prevent slavery and human trafficking within its business. Modern slavery can take many forms including the trafficking of people, forced labour, servitude and slavery.</p> |

Safeguarding is everyone's business and all Denbighshire employees are required to work in accordance with the Council's Child / Adult Safeguarding policies and procedures and have a duty to report any concerns which may be noted during the course of their duties and are asked to be alert to the signs of exploitation. Concerns should be raised via their Designated Safeguarding Manager in order that the Council can take prompt action when exploitation is identified.

Vision/Context

The job exists to provide a caring response and assistance to older people in a residential care settings who are physically or mentally frail. It requires excellent team work and adherence to a number of policies, procedures and guide lines in order to keep older people safe.

DENBIGHSHIRE COUNTY COUNCIL PERSON SPECIFICATION

The Person Specification sets out the skills, knowledge and experience that are considered to be necessary to carry out the duties of the post effectively. It will be used in the short-listing and interview process for this post. You should demonstrate on your application form how you meet these criteria as you will only be shortlisted if you meet all of the essential criteria (and desirable criteria where applicable).

| | | | |
|------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|
| Post Title: | Day / Night Care Assistant | | |
| Service | Adult Social Care and Homelessness Service | | |
| Grade: | 3 | | |
| <u>CRITERIA</u> | <u>ESSENTIAL</u> | <u>DESIRABLE</u> | <u>METHOD OF ASSESSMENT</u> Application Form / Interview / Presentation / References etc |
| 1. EDUCATION & QUALIFICATIONS | Basic general Education NVQ Level 2 in Health & Social Care or equivalent qualification or experience The capacity to absorb and retain knowledge & information | Additional relevant qualification(s) Registration with Social Care Wales (essential requirement on appointment) | Application Form Certificates Interview |

| | | | |
|--------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------|-------------------------------|
| 2. RELEVANT EXPERIENCE | Relevant life experience. | Allied work experience e.g. residential or domiciliary care. | Application form interview |
| 3. JOB RELATED KNOWLEDGE & SKILLS | Practical caring skills. The ability to respond to emotional, physical and practical care needs. Basic understanding of the needs of older people and their carers. Capacity to work on own initiative. | Organised, neat and safety conscious | Application form interview |
| 4. PERSONAL QUALITIES | Desire to learn and develop personal skills through undertaking appropriate training to reach full potential Commitment to good standards of care. Tact, diplomacy and sensitivity Considerable common sense A general understanding of how to value individuals | | Application form interview |
| 5. OTHER REQUIREMENTS | Empathy with the Welsh Language and Culture | Fluent in Welsh language | Application form interview |