

Cynorthwydd Gofal Dydd

Cyfeirnod y swydd: AHSS00341N1AGE

Lleoliad: Canolfan Gofal Preswyl Cysgod y Gaer, Corwen

Cyflog: Graddfa 3, £13.05 - £13.26 yr awr (O'r 1af o Ebrill 2026: £14.13 - £14.35 yr awr)

Oriau: 23 awr yr wythnos

Contract: Parhaol

Nod Cysgod y Gaer yw darparu gofal preswyl, seibiant a dydd o ansawdd uchel a gaiff ei arwain gan anghenion i gefnogi pobl hŷn ardal Corwen a'u gofalwyr.

Mae swydd wedi dod yn wag ar gyfer Cymhorthydd Gofal Dydd yng Nghanolfan Breswyl Cysgod y Gaer. Os ydych chi'n credu y gallwch gynnig yr agwedd ofalgar a hyblyg sydd ei hangen fel y gall y sefydliad, lle mae anghenion y cleientiaid yn hollbwysig, weithredu'n ddidrafferth yna fe hoffem glywed gennych.

Byddwn yn cynnig cyflwyniad llawn, goruchwyliaeth reolaidd a mynediad at gyfleoedd hyfforddi a datblygu ac yn cefnogi cyfleoedd ar gyfer datblygiad gyrfaol.

Rydym hefyd yn cynnig amrywiaeth o fuddion eraill i weithwyr, yn cynnwys:

- Gwyliau blynyddol hael
- Cynllun Pensiwn Llywodraeth Leol
- Mynediad at Raglen Cymorth i Weithwyr
- Arbedion Ffordd o Fyw trwy Wobrau Uniongyrchol CSDd (siopa, gwyliau, dyddiau allan)
- Polisiâu Cyfeillgar i Deuluoedd

Bydd y penodiad yn amodol ar wiriad y Gwasanaeth Datgelu a Gwahardd a geir daon boddhaol.

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

Os oes gennych ddiddordeb yn y swydd hon, gwnewch gais ar-lein drwy'r wefan www.denbighshire.gov.uk. Am ddulliau eraill o wneud cais cysylltwch â'r Gwasanaethau Cwsmeriaid ar 01824 706100.

Rhaid i ymgeiswyr lenwi ein ffurflen gais er mwyn cael eu hystyried. Yn anffodus ni allwn ateb pob cais. Os nad ydych chi wedi derbyn ateb o fewn tair wythnos i'r dyddiad cau, fe ddylech chi gymryd yn ganiataol nad ydych chi wedi cyrraedd y rhestr fer am gyfweliad.

Rydym hefo'r hawl i gau'r swydd hon yn gynnar os rydym yn derbyn digon o geisiadau am y rôl. Felly, os oes gennych ddiddordeb, gyrrwch eich cais mor gynnar â phosibl.

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

Day Care Assistant

Job reference: AHSS00341N1AGE

Location: Cysgod y Gaer Residential Care Centre, Corwen

Salary: Grade 3, £13.05 - £13.26 per hour (from 1st April 2026: £14.13 - £14.35 per hour)

Hours: 23 hours per week

Contract: Permanent

Cygod y Gaer aims to provide high quality needs-led residential, respite and day care to support the older people of the Corwen area and their carers.

A vacancy has arisen for a Day Care Assistant within Cysgod y Gaer Residential Centre. If you feel that you can offer the caring and flexible attitude necessary for the smooth running of this establishment, where the clients' needs are of paramount importance, then we are interested in hearing from you.

We will offer you a full induction, regular supervision and access to training and development opportunities as well as support opportunities for career progression.

We also offer a range of employee benefits including:

- Generous annual leave
- Local Government Pension Scheme
- Access to an Employee Assistance Programme
- Lifestyle savings via DCC Rewards Direct (shopping, holidays, days out)
- Family friendly policies.

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 (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.

We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible.

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

y Gymraeg yn cael eu trin yn llai ffafriol na ffurflenni cais a gyflwynwyd yn Saesneg.

Language will not be treated less favourably than an application form submitted in English.

CYNGOR SIR DDINBYCH SWYDD-DDISGRIFIAD

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|----------------------------------------------|------------------------------------------------------------------------------------------------|
| Teitl y Swydd: | Cymhorthydd Gofal Dydd |
| 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: | 721 |
| Categori Iaith Gymraeg: | Nid yw sgiliau iaith Gymraeg yn angenrheidiol Lefelau o ran sgiliau Cymraeg |

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 preswlydd/ 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 fim 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 gofalgarg i bobl hŷn mewn sefydliadau gofal preswyl sy'n ddi-amddiffyn 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 gyfweild 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).

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| Teitl y Swydd: | Cymhorthydd Gofal Dydd | | |
| 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 / Cyfweild / 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 Tystysgrifau a Cyfweild |
| 2. PROFIAD PERTHNASOL | Profiad bywyd perthnasol Sgiliai gofalu ymarferol | Profiad gwaith perthnasol e.e. gofal preswyl neu ofal cartref | Ffurflen Gais a Cyfweild |
| 3. GWYBODAETH A SGILIAU CYSYLLTIEDIG Â'R SWYDD | Sgiliau gofalu ymarferol Y gallu i ymateb i anghenion gofal emosynol, corfforol ac ymarferol Dealltwriaeth o anghenion pobl hÿn Yn gallu gweithio ar eich liwt eich hun | | Ffurflen Gais a/neu Cyfweild |

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| <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 a/neu Cyfweliad</p> |
| <p>5. GOFYNION ERAILL</p> | <p>Empathi gyda'r Gymraeg a diwylliant Cymru.</p> | <p>Yn rhugl yn yr Iaith Gymraeg</p> | <p>Ffurflen Gais a/neu Cyfweliad</p> |

DENBIGHSHIRE COUNTY COUNCIL JOB DESCRIPTION

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|-------------------------------------|---------------------------------------------------|
| Job Title: | Day Care Assistant |
| Grade: | 3 |
| Service: | Adult Social Care and Homelessness Service |
| Service Area: | Cysgod Y Gaer Residential Home |
| Responsible to: | Residential Home Manager |
| Job ID Number / Date Issued: | 721 |

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| Welsh Language Category: | Welsh language skills are not necessary Welsh Language Levels |
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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.

Resources/Equipment/Material

Safe handling of moveable apparatus i.e. hoists, wheelchairs, beds, lift, baths etc.

Supervision/Management of People

Not Applicable.

Knowledge, Skills, Training and Experience

Good general education.

NVQ Level 2 in Health & Social Care or equivalent qualification or experience

Relevant life experience or of working within another caring field.

An awareness of the issues affecting vulnerable adults in a residential setting.

A willingness to learn new skills and attend relevant training.

Ability to communicate at all levels.

Some knowledge of the role and function of a Social Services Department.

A practical common sense approach to the role.

Ability to work on own initiative.

Fluency in spoken English is essential to the post and fluency in spoken Welsh is desirable.

Special Working Conditions

Contact with clinical waste.

Manual handling of clients and objects.

Exposure to chemical substances.

Operating moving machinery.

Employment Checks/ Specific Requirements

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.

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.

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 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 | <p>Basic general Education</p> <p>NVQ Level 2 in Health & Social Care or equivalent qualification or experience</p> <p>The capacity to absorb and retain knowledge & information</p> | <p>Additional relevant qualification(s)</p> <p>Registration with Social Care Wales (essential requirement on appointment)</p> | <p>Application Form Certificates and Interview</p> |
| 2. RELEVANT EXPERIENCE | <p>Relevant life experience</p> <p>Practical caring skills</p> | <p>Allied work experience e.g residential or domiciliary care</p> | <p>Application Form and Interview</p> |
| 3. JOB RELATED KNOWLEDGE & SKILLS | <p>The ability to respond to emotional, physical and practical care needs</p> <p>Understanding of the needs of older people</p> <p>Capacity to work on own initiative</p> | <p>Organised, neat and safety conscious</p> | <p>Application Form and/or Interview</p> |
| 4. PERSONAL QUALITIES | <p>Desire to learn and develop personal skills through undertaking appropriate training to reach full potential</p> | | <p>Application Form and/or Interview</p> |

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| | <p>Commitment to the best standards of care</p> <p>Tact, diplomacy and sensitivity</p> <p>Considerable common sense</p> <p>A general understanding of how to value individuals</p> | | |
| 5. OTHER REQUIREMENTS | Empathy with the Welsh Language and Culture | Fluent in Welsh language | Application Form and/or Interview |