

## Gweithiwr Prosiect - Byw yn y Gymuned

Cyfeirnod y swydd: AHSS00343D1AGE

Lleoliad: Byw yn y Gymuned, Y Rhyl

Cyflog: Graddfa 5, £14.35 - £15.56 yr awr (O'r 1af o Ebrill 2026: £15.06 - £15.56 yr awr) (yn amodol ar ddilysiad)

Oriau: 21 yr wythnos + 2 o gwsg y mis

Contract: Parhaol

Dyma gyfle gwych i ymuno â'n fim ymroddedig o staff i gefnogi unigolion gydag anableddau cymhleth sy'n byw yn eu cartrefi eu hunain neu mewn llety a rennir yn y gymuned.

Rydym yn chwilio am staff egniol a brwdfrydig sydd eisiau her, gan sicrhau bod dewis a rheolaeth ar flaen yr holl gefnogaeth a roddir.

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

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

Os hoffech chi drafod unrhyw agwedd ar y swydd, ffoniwch Hannah Poole ar 01824 706085 neu Rob Gilmour ar 01824 708315.

Os oes gennych ddiddordeb yn y swydd wag hon, gwnewch gais ar-lein trwy ein gwefan [www.sirddinbych.gov.uk](http://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 gyfweliad.

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.

## Project Worker - Community Living

Job reference: AHSS00343D1AGE

Location: Community Living, Rhyl

Salary: Grade 5, £14.35 - £15.56 per hour (from 1<sup>st</sup> April 2026: £15.06 - £15.56 per hour) (subject to validation)

Hours: 21 per week + 2 sleep ins per month

Contract: Permanent

This is an exciting opportunity to join our dedicated team of staff in supporting individuals with complex disabilities who live in their own home or shared accommodation in the community.

We are looking for energetic and motivated staff who want a challenge, ensuring choice and control is at the forefront of all support delivered.

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 Hannah Poole on 01824 706085 or Rob Gilmour on 01824 708315.

If you are interested in this vacancy, please apply on-line via the website [www.denbighshire.gov.uk](http://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.

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

|                                |  |
|--------------------------------|--|
| <b>Teitl y Swydd:</b>          | <b>Gweithiwr Prosiect</b>  |
| <b>Graddfa:</b>                | <b>5 (yn amodol ar ddilysiad)</b>  |
| <b>Gwasanaeth:</b>             | <b>Byw yn y Gymuned</b>  |
| <b>Maes Gwasanaeth:</b>        | <b>Gwasanaeth Gofal Cymdeithasol Oedolion a Digartrefedd</b>                                     |
| <b>Yn atebol i:</b>            | <b>Uwch Cymorth Byw Yn Y Gymuned</b>   |
| <b>Cyfeirnod y Swydd:</b>      | <b>04610 / Gorffennaf 2024</b>   |
| <b>Categori Iaith Gymraeg:</b> | Mae sgiliau iaith Gymraeg yn ddymunol - lefel 1<br><a href="#">Lefelau o ran sgiliau Cymraeg</a> |

### Pwrpas y Swydd

Bydd deiliad y swydd yn rhan o dîm sy'n cefnogi unigolion ag anableddau cymhleth sy'n byw yn eu cartref eu hunain neu mewn llety a rennir yn y gymuned. Mae'n ofynnol i bob deiliad swydd weithio ym mhob un o gynlluniau Tai â Chymorth yn y Gymuned yn Sir Ddinbych yn dibynnu ar anghenion y gwasanaeth.

Pwrpas y swydd yw cefnogi pob unigolyn i fodloni eu hamcanion a'u deilliannau drwy ddefnyddio dull wedi ei ganoli o amgylch yr unigolyn.

### Prif Gyfrifoldebau

- Darparu gofal a chefnogaeth yn unol â chynlluniau gofal a chefnogaeth a ddarperir gan yr ymarferwyr gofal perthnasol.
- Darparu cefnogaeth gyffredinol fel rhan o dîm, gan gydgysylltu gyda gwasanaethau eraill yn ôl yr angen.
- Cynnal perthynas ag unigolion sy'n byw yn eu cartrefi eu hunain, sy'n cydnabod eu hawliau a'u cyfrifoldebau a chynorthwyo wrth arfer yr hawliau hynny ym mhob sefyllfa berthnasol.
- Cynorthwyo a chynghori unigolion i gyflawni gweithgareddau diwylliannol cymdeithasol sy'n bwysig iddynt.
- Cadw cofnodion fel nodiadau gofal dyddiol, nodiadau cyfathrebu, ffurflenni digwyddiadau, cofnodion o gostau pan fo'n briodol ac yn unol â gweithdrefnau'r Cyngor Sir.
- Cynorthwyo unigolion i ddefnyddio gwasanaethau cyhoeddus cyffredinol i annog datblygu dealltwriaeth ac ymwybyddiaeth gyhoeddus, gan gynnwys bodloni anghenion hamdden unigolion.
- Cymryd cyngor gan staff asiantaeth perthnasol, cymryd camau priodol mewn perthynas â chynnal iechyd cyffredinol unigolion mewn amgylchiadau perthnasol, gan gynnwys

glynu at ganllawiau yn ymwneud â gweinyddu meddyginiaeth a gweithdrefnau cymorth cyntaf pan fo angen.

- Cefnogi unigolion i gynnal safonau hylendid a glanweithdra priodol bob amser. Cynorthwyo a goruchwyllo unigolion i ymgymryd â phob agwedd ar ofal personol fel y nodwyd yn y cynlluniau gofal a chefnogaeth personol.
- Cefnogi preswylwyr i gymryd cyfrifoldeb dros gynnal a chadw a gofalu am y dodrefn a'r offer yn eu cartref bob amser.

### **Adnoddau / Offer / Deunyddiau**

Mae gan weithwyr prosiect gyd gyfrifoldeb am reoli arian defnyddwyr y gwasanaeth, gan lynu at weithdrefnau ariannol Byw yn y Gymuned.

Cyd gyfrifoldeb am gefnogi a goruchwyllo defnyddwyr gwasanaeth a thenantiaid pob prosiect yn ddiogel.

Mae gliniaduron a ffonau symudol yn cael eu neilltuo i bob ty, bydd yn ofunnol i weithwyr cymorth ddefnyddio'r rhain yn unol â gweithdrefnau'r ty.

### **Goruchwyllo / Rheoli Pobl**

Dim cyfrifoldeb rheolaeth atebol.

### **Gwybodaeth, Sgiliau, Hyfforddiant a Phrofiad**

- Addysg gyffredinol dda.
- Lefel 2 mewn lechyd a Gofal Cymdeithasol [Diploma, QCF neu NVQ] neu gymhwyster neu brofiad cyfwerth.
- Gwybodaeth am egwyddorion gwasanaeth i bobl gydag anableddau cymhleth.
- Byddai profiad o weithio gyda phobl sydd ag anableddau dysgu neu awtistiaeth ac sydd ag ymddygiad heriol cymedrol i ddifrifol mewn lleoliadau yn y gymuned o fantais.
- Y gallu i gofnodi yn gywir.

### **Amodau Gwaith Arbennig**

Bydd deiliad y swydd yn gweithio yng nghartrefi'r dinasyddion eu hunain yn ogystal ag yn y gymuned ehangach.

Lle bo angen, bydd deiliad y swydd wedi'i gontractio i weithio mewn gwasanaeth nos.

### **Archwiliadau Cyflogaeth / Gofynion Penodol**

Mae gofyn i weithwyr newydd 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 ar 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 fodern, gan gynnwys masnachu mewn pobl, llafur gorfodol, caethiwed a chaethwasiaeth.

Mae diogelu 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 wrth gyflawni 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 cam-fanteisio ei adnabod.

### **Gweledigaeth / Cyd-destun**

Mae'r swydd yn cynnig amrediad eang o gyfleoedd i staff weithio mewn lleoliadau yn y gymuned, gan ddilyn y ddelfryd o annibyniaeth, dewis a rheolaeth ar gyfer pobl gydag anableddau cymhleth.

Disgwylir y bydd deiliad y swydd yn gweithio ochr yn ochr â chydweithwyr o asiantaethau eraill i gyflawni deilliannau dinasyddion drwy ddarparu gofal a chefnogaeth a gynlluniwyd.

Ym mywydau pobl gydag anabledd cymhleth, fel gyda ni i gyd, mae'n bosibl y rhagwelir y gall newidiadau ddigwydd a all alw am bersectif a dulliau gwahanol gan y staff a'r rheolwyr. O dan amgylchiadau o'r fath bydd holl amodau eraill y gwasanaeth yn parhau heb ei newid. Mae union natur y swydd hefyd yn debygol o newid.

## 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).

| <b>Teitl y Swydd:</b>   | <b>Gweithiwr Prosiect</b>  |  |   |
|---|--|--|---|
| <b>Gwasanaeth:</b>  | <b>Gwasanaeth Gofal Cymdeithasol Oedolion a Digartrefedd</b>   |  |   |
| <b>Graddfa:</b>   | <b>5 (yn amodol ar ddilysiad)</b>  |  |   |
| <b><u>MEINI<br/>PRAWF</u></b>                                     | <b><u>HANFODOL</u></b>   | <b><u>DYMUNOL</u></b>  | <b><u>DULL ASESU</u></b><br>Ffurflen Gais /<br>Cyfweliad /<br>Cyflwyniad / Geirda<br>ac ati |
| <b>1. ADDYSG A<br/>CHYMWYSTERAU</b>                               | Addysg gyffredinol dda e.e. rhifedd/lythrennedd (h.y. 5 TGAU)<br><br>Lefel 2 mewn lechyd a Gofal Cymdeithasol [Diploma, QCF neu NVQ] neu gymhwyster neu brofiad cyfwerth   | Cymwysterau perthnasol eraill<br><br>Cofrestru guda Gofal Cymdeithasol Cymru (gofyniad hanfodol wrth benodi) | Ffurflen Gais Tystysgrifau a Cyfweliad  |
| <b>2. PROFIAD<br/>PERTHNASOL</b>                                  | Amrediad o brofiadau bywyd.<br><br>Profiad blaenorol o weithio mewn lleoliad gofalu/galluogi lle mae cyswllt cyson gydag aelodau o'r cyhoedd a phobl anabl   | Peth gwybodaeth a phrofiad o anghenion pobl gydag anabledd dysgu   | Ffurflen Gais a Cyfweliad   |
| <b>3. GWYBODAETH A<br/>SGILIAU<br/>CYSYLLTIEDIG<br/>Â'R SWYDD</b> | Llawn cymhelliant a'r gallu i ysgogi eraill<br><br>Yn gallu gweithio'n effeithiol fel rhan o dîm ac ar ei liwt ei hun<br><br>Yn gallu trosglwyddo gwybodaeth a sgiliau i eraill<br><br>Yn meddu ar yr holl sgiliau byw dyddiol angenrheidiol<br><br>Sgiliau cyfathrebu da yn ysgrifenedig ac ar lafar<br><br>Ymagwedd hyblyg |  | Ffurflen Gais a/neu Cyfweliad   |

|                               |  |   |                                |
|-------------------------------|--|---|--------------------------------|
|                               | <p>Y gallu i weithio o dan bwysau</p> <p>Ymrwymiad i egwyddorion cynllunio wedi'i ganoli o amgylch yr unigolyn</p>                               |   |                                |
| <b>4. NODWEDDION PERSONOL</b> | <p>Amynedd</p> <p>Brwdfrydedd</p> <p>Gonestrwydd</p> <p>Dyfalbarhad</p> <p>Parch tuag at hawliau unigolion</p> <p>Tosturiol</p> <p>Dibynadwy</p> |   | Ffurflen Gais a/neu Cyfweiliad |
| <b>5. GOFYNION ERAILL</b>     | <p>Empathi gyda'r Gymraeg a diwylliant Cymru</p> <p>Y gallu i yrru / teithio</p>   | <p>Rhugl yn y Gymraeg</p> <p>Trwydded yrru lawn</p> | Ffurflen Gais a/neu Cyfweiliad |

## DENBIGHSHIRE COUNTY COUNCIL JOB DESCRIPTION

|                                 |  |
|---------------------------------|--|
| <b>Job Title:</b>               | <b>Project Worker</b>  |
| <b>Grade:</b>                   | <b>5 (subject to validation)</b>   |
| <b>Service:</b>                 | <b>Community Living</b>  |
| <b>Service Area:</b>            | <b>Adult Social Care and Homelessness Service</b>                                      |
| <b>Responsible to:</b>          | <b>Community Living Support Senior</b>   |
| <b>Job ID Number:</b>           | <b>04610 / July 2024</b>   |
| <b>Welsh Language Category:</b> | Welsh language skills are desirable – level 1<br><a href="#">Welsh Language Levels</a> |

### Job Purpose

The postholder will be part of a team supporting individuals with complex disabilities who live in their own home or shared accommodation in the community. All post holders are required to work across all of Denbighshire's Community Living Support Housing schemes according to the needs of the service.

The purpose of the role is to support each individual to meet their goals and outcomes using a person centred approach.

### Principal Accountabilities and Responsibilities

- To deliver care and support in accordance with care and support plans provided by relevant care practitioners.
- To provide general support as part of a team, liaising with other services as necessary.
- To maintain at all times, a relationship with individuals living in homes of their own, which recognises their rights and responsibilities and to assist in the exercise of those rights in all relevant situations.
- Assist and advise individuals in achieving social cultural activities that matter to them.
- Maintain records such as daily care notes, communication notes, incident forms, records of expenditure whenever appropriate and in accordance with County Council procedures.
- Assist individuals in the use of general public services to encourage the development of public awareness and understanding, including meeting the recreational and leisure needs of individuals.
- Taking advice from relevant agency personnel, take appropriate action in relation to the maintenance of general health of individuals in relevant circumstances, including adherence to guidelines concerns the administration of medication and first aid procedures where necessary.

- To support citizens in maintaining appropriate standards of hygiene, cleanliness at all times. Assist and supervise individuals to carry out all aspects personal care as identified in individual care and support plans.
- To support residents to take responsibility for the care and maintenance of furnishings and equipment in their homes at all times.

### Resources/Equipment/Material

Project Workers have a shared responsibility for managing the finances of service users, adhering to the Community Living financial procedures.

Shared responsibility for the support and safe supervision of the service users are tenants of each project.

Laptops and mobile phones are assigned to each house; support workers will be required to use these in accordance with house procedures.

### Supervision/Management of People

No line management responsibility.

### Knowledge, Skills, Training and Experience

- A good general standard of education.
- Level 2 in Health & Social Care [Diploma, QCF or NVQ] or equivalent qualification or experience.
- Knowledge of the principles of service to people with complex disabilities.
- Experience of working with people who have learning disabilities or autism and have moderate to severe challenging behaviour in community settings would be an advantage.
- Ability to record accurately.

### Special Working Conditions

The Post holder will work within the citizens own home as well as the wider community.

Where required, the post holder will be contracted to work nights.

### Employment Checks/ Specific Requirements

All new starters are required to undergo our standard safer recruitment checks:

- Enhanced DBS check
- 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 post offers a wide range of opportunities for staff to work in community settings, pursuing the ideals of independence, choice and control for people with a complex disability.

It is expected that the post holder will work alongside colleagues from other agencies to achieve identified outcomes of citizens through the delivery of planned care and support.

It may be anticipated that in the lives of people with a complex disability, as with us all, changes will occur which may call for a different perspective and approaches by staff and management. Under such, all other conditions of service remain unchanged. The precise nature of the job is also likely to be liable to change.

## 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).

| <b>Post Title:</b>                           | <b>Project Worker</b>  |  |   |
|--|--|--|---|
| <b>Service:</b>                              | <b>Adult Social Care and Homelessness Service</b>  |  |   |
| <b>Grade:</b>                                | <b>5 (subject to validation)</b>   |  |   |
| <u>CRITERIA</u>                              | <u>ESSENTIAL</u>   | <u>DESIRABLE</u>   | <u>METHOD OF ASSESSMENT</u><br>Application Form / Interview / Presentation / References etc |
| <b>1. EDUCATION &amp; QUALIFICATIONS</b>     | <p>A good general education e.g. numeracy/literacy (i.e. 5 GCSE's)</p> <p>Level 2 in Health &amp; Social Care [Diploma, QCF or NVQ] or equivalent qualification or experience</p>  | <p>Other relevant qualifications</p> <p>Registration with Social Care Wales (essential requirement on appointment)</p> | Application Form Certificates and Interview   |
| <b>2. RELEVANT EXPERIENCE</b>                | <p>A range of life experience</p> <p>Previous experience of working in a caring / enabling setting where there is frequent contact with members of the public and disabled people</p>  | <p>Some knowledge and experience of the needs of people with a learning disability</p>                                 | Application Form and Interview  |
| <b>3. JOB RELATED KNOWLEDGE &amp; SKILLS</b> | <p>Good self-motivation and the ability to motivate others</p> <p>Ability to work effectively as part of team and on one's own initiative</p> <p>Ability to pass on knowledge and skills to others</p> <p>Possessing all necessary everyday living skills</p> <p>Good communication skills both written and oral</p> |  | Application Form and/or Interview   |

|                              |  |   |  |
|------------------------------|--|---|--|
|                              | <p>Flexible approach<br/>Ability to work under pressure</p> <p>A commitment to the principles of person centered planning</p>                    |   |  |
| <b>4. PERSONAL QUALITIES</b> | <p>Patience</p> <p>Enthusiasm</p> <p>Honesty</p> <p>Perseverance</p> <p>Respect for individuals' rights</p> <p>Compassionate</p> <p>Reliable</p> | <p>Political awareness and sensitivity.</p>                 | <p>Application Form and/or Interview</p> |
| <b>5. OTHER REQUIREMENTS</b> | <p>Empathy with the Welsh Language and Culture</p> <p>The ability to drive / travel.</p>   | <p>Fluent in Welsh language</p> <p>Full driving license</p> | <p>Application Form and/or Interview</p> |