



Uwch Weithiwr Gofal a Chymorth Annibyniaeth yn y Cartref

Cyfeirnod y swydd: AHSS00360D1AGE

Lleoliad: Gogledd Sir Ddinbych

Cyflog: Gradd 7, £33,699 - £36,363 y flwyddyn (O'r 1af o Ebrill 2026: £34,434 - £36,363 y flwyddyn)

Oriau: 37 yr wythnos

Contract: Parhaol

Rydym yn chwilio am Uwch Weithiwr Gofal a Chymorth tosturiol a chymhellol i ymuno â'n Tîm Annibyniaeth yn y Cartref yng ngogledd Sir Ddinbych. Mae'r rôl werthfawr hon yn canolbwyntio ar helpu oedolion diamddiffyn i fyw yn annibynnol yn eu cartrefu eu hunain wrth arwain a chefnogi tîm o Weithwyr Gofal a Chymorth. Byddwch yn chwarae rhan hanfodol wrth ffurfio cefnogaeth o ansawdd uchel sy'n canolbwyntio ar yr unigolyn ar draws y gymuned.

Yn y rôl hon, byddwch yn gweithio'n agos gyda dinasyddion i ddeall beth sy'n bwysig iddyn nhw, gan eich galluogi i gynllunio cynlluniau cefnogaeth neu ailalluogi effeithiol sy'n hybu annibyniaeth, lles a dewis.

Byddwch yn darparu goruchwyliaeth ac arweiniad o ddydd i ddydd wrth gyfrannu at recriwtio, sefydlu a sicrhau ansawdd parhaus. Rhan allweddol o'r rôl yw cynnal asesiadau risg, sicrhau arfer diogel a chydlynu cefnogaeth gan ddefnyddio systemau digidol fel PARIS ac iTrent. Mae cydweithio â thimau mewnol a gwasanaethau partner yn hanfodol er mwyn sicrhau parhad a chysonder o ran gofal.

Rydym yn chwilio am rhywun sydd â phrofiad o gefnogi oedolion diamddiffyn, yn ddelfrydol mewn lleoliad cymunedol, sy'n hyderus wrth arwain a chymell staff. Mae sgiliau cyfathrebu, trefnu a TG cryf yn hanfodol, ynghyd ag ymrwymiad i arfer sy'n canolbwyntio ar yr unigolyn, diogelu a gofal o ansawdd uchel. Bydd angen cymhwyster lechyd a Gofal Cymdeithasol Lefel 3 cydnabyddedig (neu gyfwerth) arnoch a bod yn gymwys i gofrestru â Gofal Cymdeithasol Cymru wrth gael eich penodi.

Yn gyfnewid am hyn, byddwch yn ymuno â thîm cefnogol a blaengar sy'n gwerthfawrogi ei staff a'r gwahaniaeth maen nhw'n ei wneud. Byddwch yn elwa o rôl ddiogel gyda'r Awdurdod Lleol, cyfleoedd am ddatblygiad proffesiynol a'r cyfle i gael effaith ystyrlon bob dydd yn eich cymuned leol.

Independence at Home Senior Care & Support Worker

Job reference: AHSS00360D1AGE

Location: North Denbighshire

Salary: Grade 7, £33,699 - £36,363 per annum (from 1st April 2026: £34,434 - £36,363 per annum)

Hours: 37 per week

Contract: Permanent

We are looking for a compassionate and motivated Senior Care & Support Worker to join our Independence at Home Team in North Denbighshire. This rewarding role focuses on helping vulnerable adults live independently in their own homes while leading and supporting a team of Care & Support Workers. You will play a vital part in shaping high-quality, person-centred support across the community.

In this role, you will work closely with citizens to understand what matters to them, enabling you to design effective support or reablement plans that promote independence, wellbeing and choice.

You will provide day-to-day supervision and guidance, while also contributing to recruitment, induction and ongoing quality assurance. A key part of the role involves carrying out risk assessments, ensuring safe practice, and coordinating support using digital systems such as PARIS and iTrent. Collaboration with internal teams and partner services is essential to ensure continuity and consistency of care.

We are seeking someone with experience of supporting vulnerable adults, ideally within a community setting, who is confident in leading and motivating staff. Strong communication, organisational and IT skills are essential, along with a commitment to person-centred practice, safeguarding and high-quality care. You will need a recognised Level 3 Health & Social Care qualification (or equivalent) and be eligible to register with Social Care Wales upon appointment.

In return, you will join a supportive, forward-thinking team that values its staff and the difference they make. You will benefit from a secure local authority role, opportunities for professional development, and the chance to make a meaningful impact every day within your local community.



Penodiad yn amodol ar Wiriad Gwasanaeth Datgelu a Gwahardd a geirdaon boddhaol.

Os hoffech chi drafod unrhyw agwedd ar y swydd, ffoniwch Julie Bamber, Rheolwr Tîm ar 01824 708366.

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 lenwi ein ffurflen gais i gael eu hystyried. 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.

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.

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

If you would like to discuss any aspect of the post, please call Julie Bamber, Team Manager on 01824 708366.

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.

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:	Uwch Weithiwr Gofal a Chymorth Annibyniaeth yn y Cartref
Graddfa:	7
Gwasanaeth:	Gwasanaeth Gofal Cymdeithasol Oedolion a Digartrefedd
Maes Gwasanaeth:	Tîm Annibyniaeth yn y Cartref
Yn atebol i:	Rheolwr Tîm
Cyfeirnod y Swydd / Dyddiad cyhoeddi:	04042
Categori Iaith Gymraeg	Mae sgiliau iaith Gymraeg yn ddymunol - lefel 1 Lefelau o ran sgiliau Cymraeg

Pwrpas y Swydd

Sicrhau bod cymorth sy'n canolbwyntio ar yr unigolyn yn cael ei ddarparu i safon gyson uchel gan amrywiaeth o Weithwyr Gofal a Chymorth Annibyniaeth yn y Cartref (Gweithwyr Cefnogi Ailalluogi, Dros Dro ac Iechyd a Gofal Cymdeithasol, Gweithwyr Cefnogi Gofal Ychwanegol, Gofal a Chymorth a Gweithwyr Cefnogi Byw'n Annibynnol a Byw yn y Gymuned). Mae hyn yn cynnwys sicrhau bod anghenion asesedig yn cael eu diwallu a hyrwyddo annibyniaeth, dewis a lles i ddinasyddion ar draws Sir Ddinbych; eu galluogi i aros yn eu cartrefi eu hunain; ble bynnag y bo hynny, ac i aros yn rhan o'u cymuned.

Bydd Uwch Weithwyr Gofal a Chymorth yn sicrhau cydymffurfedd rheoleiddiol a statudol.

Bydd yr Uwch Weithwyr Gofal a Chymorth yn gallu cynnal sgysiau effeithiol gyda dinasyddion er mwyn nodi beth sy'n bwysig iddyn nhw ac yn gallu dylunio a rhoi cynlluniau cefnogi sylfaenol ar waith neu nodi amcanion ailalluogi mewn cynlluniau gofal mwy cymhleth a fydd yn cael eu creu gan Gydlynnydd Gofal.

Bydd Uwch Weithwyr Gofal a Chymorth yn:

- Rhan o broses recriwtio a chyflwyno staff gofal a staff cefnogi
- Goruchwylio staff gofal a chymorth penodol
- Cynnal asesiadau risg cyn lleoli staff gofal a chymorth
- Trefnu bod staff gofal a chymorth yn ymweld â chartrefi dinasyddion
- Darparu cymorth dyddiol i staff gofal a chymorth

Prif Gyfrifoldebau

A Ar gyfer Staff

1. Sicrhau bod yr arferion gweithio yn hyblyg er mwyn ateb y galw a'u bod yn cael eu darparu mewn modd sy'n cefnogi gweledigaeth Sir Ddinbych ar gyfer Gwasanaeth Gofal Cymdeithasol i Oedolion a Digartrefedd.
2. Darparu rheolaeth atebol swyddogol a goruchwyliaeth un-i-un rheolaidd i'r ystod llawn o weithwyr i sicrhau bod y gwasanaeth yn cael ei ddarparu'n effeithiol ac yn bodloni gofynion deddfwriaethol, rheoliadau a pholisïau.
3. Defnyddio meddalwedd gofynnol (e.e. PARIS, iTrent) i gynllunio amserlenni gwaith a nodi, lleoli a darparu gwybodaeth i weithwyr i sicrhau bod y ddarpariaeth yn hyblyg, effeithlon ac yn effeithiol ar draws Sir Ddinbych.
4. Sicrhau bod gweithwyr gofal a chymorth yn gymwys a threfnu / darparu hyfforddiant priodol i ddiwallu'r anghenion a nodwyd er mwyn bodloni gofynion goruchwyllo a deddfwriaethol ac i ddarparu gwasanaeth o ansawdd uchel.
5. Cynnal, monitro ac adolygu asesiadau risg i sicrhau iechyd a diogelwch Gweithwyr Gofal a Chymorth sy'n gweithio mewn lleoliadau cymunedol.
6. Sicrhau bod staff yn cadw at bolisïau a gweithdrefnau Sir Ddinbych, gan gynnwys cofnodi cywir i sicrhau y gellir gwneud penderfyniadau amserol ynglŷn â lefelau priodol o gymorth. Cynnal gwiriadau sicrhau ansawdd rheolaidd ar ffeiliau cleientiaid (ym mhob cyfarfod cymorth / goruchwyliaeth o leiaf) gan gofnodi canfyddiadau ar brofforma a ragnodwyd.
7. Cynnal gwasanaeth rheoli ar alwad ar gyfer staff gofal a chymorth sy'n gweithio yn y gwasanaeth Annibyniaeth yn y Cartref.
8. Hwyluso cyfarfodydd fîm staff gofal a chymorth rheolaidd.
9. Hwrwyddo hunan ymwybyddiaeth, myfyrdod, cyfrifoldeb ac atebolrwydd dros eu gweithredoedd eu hunain ymysg staff. Herio arferion ac agweddau gwael yn briodol ac yn adeiladol.
10. Sicrhau bod arferion da ac arloesi yn cael eu cydnabod a'u rhannu drwy'r fîm . Amlygu a dathlu llwyddiant unigolion a thimau.
11. Trin pob cydweithiwr â pharch ac urddas.

B. Ar gyfer y Gwasanaeth

12. Datblygu perthynas gyda'r dinesydd i sefydlu'r nodau a'r amcanion sydd eu hangen i fodloni'r nodau a'r canlyniadau maent wedi cytuno arnynt a'r potensial ar gyfer annibyniaeth mewn lleoliad cymunedol.

13. Aseu / ystyried gallu defnyddiwr gwasanaeth i gyflawni gweithgareddau byw dyddiol gan gynnwys gofal personol, gan geisio cyngor proffesiynol pan fo'r angen ac atgyfeirio pan fydd anghenion yn fwy cymhleth nag yr oeddynt yn ymddangos.
14. Penderfynu ar nodau ac amcanion i gynyddu annibyniaeth a chryfhau rhwydweithiau cefnogi naturiol ac ymgysylltiad cymunedol a llunio cynlluniau cefnogi sylfaenol i gyflawni'r rhain mewn partneriaeth â'r dinesydd a'r tîm amlddisgyblaeth.
15. Sicrhau y gweithredir cynlluniau a chefnogaeth ail-alluogi sy'n canolbwyntio ar y person, er mwyn cynyddu annibyniaeth unigolion a gwella eu lles emosiynol a chorfforol drwy weithio'n agos â staff Cefnogi.
16. Sicrhau bod dulliau cyfathrebu gwych yn gweithio'r ddwy ffordd er mwyn sicrhau bod gweithwyr gofal a chymorth yn derbyn gwybodaeth gywir am bob agwedd o raglenni cymorth e.e. gallu unigolion a phroblemau diogelwch, technegau ysgogi a chasglu adborth er olion a phroblemau diogelwch, technegau ysgogi a chasglu adborth er mwyn bwydo i mewn i'r broses adolygu.
17. Monitro, adolygu ac addasu'r cynllun cefnogi a chyfleu cynnydd a chanlyniadau ymyriadau i bob unigolyn sy'n rhan neu'n gyfrifol am y cynllun cefnogi.
18. Cefnogi'r Cydlynnydd i ddatblygu cynlluniau strategol a gweithredol fel y bo'n addas a sicrhau cydymffurfedd gyda'r safonau cytundebol.
19. Sicrhau bod yr holl adroddiadau, taenlenni, prosesau a gwaith papur yn cael eu cwblhau ar amser a'u cyflwyno i'r unigolyn cywir.
20. Helpu staff gofal a chymorth a dinasyddion gyda thechnoleg e.e. "Rita", "Rempods", "Pepper"

Adnoddau / Offer / Deunyddiau

Itrent, Proactis a PARIS – systemau cofnodi electronig.

Taflenni amser, taflenni teithio, gofal ychwanegol – oriau gofalu Gwaith papur i'w wirio

Systemau Gweithio Ar Eich Pen Eich Hun – archwilio taenlenni i sicrhau bod staff gofal a chymorth yn defnyddio'r system a diweddarau'r cofnodion yn ôl yr angen - Galw Gofal

Polisiau a gweithdrefnau Cyngor Sir Ddinbych

Gliniadur

Ffôn symudol

Bydd disgwyl i Uwch Weithwyr Gofal a Chymorth fod yn gwbl gyfarwydd ag offer codi a symud yn gorfforol a rhoi gwybod am ddiffygion ar unwaith.

Cyfrifoldeb Arweinwyr y Tîm fydd darparu cyfarpar diogelu personol, gan gynnwys gwisg

Bydd Uwch Weithwyr Gofal a Chymorth yn datblygu ac yn gyfrifol am eu gofynion cofrestru â Gofal Cymdeithasol Cymru

Goruchwyllo / Rheoli Pobl

Bydd Uwch Weithwyr Gofal a Chymorth yn gyfrifol am nifer penodol o Weithwyr Gofal a Chymorth Annibyniaeth yn y Cartref ac yn cynorthwyo gydag arfarniadau perfformiad blynyddol a sesiynau goruchwyllo. Bydd Uwch Weithwyr Gofal a Chymorth hefyd yn darparu cymorth dyddiol i'r gweithwyr gofal a chymorth.

Gwybodaeth, Sgiliau, Hyfforddiant a Phrofiad

Addysg/Cymwysterau

Addysg gyffredinol o safon dda.

Cymhwyster cydnabyddedig mewn gofal cymdeithasol / cymorth e.e. NVQ lefel 3 mewn gofal, rheoli neu hyrwyddo annibyniaeth, neu gyfwerth

Cymhwyster Iechyd a Diogelwch ar gyfer Rheolwyr rheng flaen

Pasbort Codi a Symud yn Gorfforol neu gyfwerth

Sgiliau TG a'r gallu i ddefnyddio offer TG

Wedi cofrestru â Gofal Cymdeithasol Cymru

Hyfforddiant Cymorth Cyntaf tridiau

Hyfforddiant Tân [mewn perthynas â Gofal Ychwanegol]

Gwybodaeth a Sgiliau

Dealltwriaeth ymarferol o nodau "Cefnogi Pobl" a'r ethos "Ail-alluogi" wrth hyrwyddo a chynnal annibyniaeth, ac ymrwymiad gwirioneddol i hyn

Dealltwriaeth dda o ymddygiad pobl a sgiliau rhyngpersonol da, a'r gallu i fod yn hyblyg, yn frwdfrydig ac yn llawn dychymyg wrth ysgogi aelodau o'r tîm i gyflawni canlyniadau cadarnhaol.

Gwybodaeth ac ymrwymiad i ddull sy'n canolbwyntio ar yr unigolyn er mwyn cefnogi pobl ddiamddiffyn

Dealltwriaeth ymarferol dda o ac ymrwymiad i ddiogelu a gwybodaeth am eich cyfrifoldebau yn y maes hwn.

Dealltwriaeth ymarferol da o'r ystod o faterion y gall pobl ddiamddiffyn eu hwynebu, e.e. materion iechyd, problemau cymdeithasol, materion ariannol, perygl o ddiodef camfanteisio a niwed, agweddau nawddoglyd, ddiraddiol stereoteipio ac ati.

Gallu arwain, cefnogi, goruchwyllo ac arwain fîm mewn modd cynhwysol, agored a chefnogol.

Gallu adnabod meysydd gwael o ran perfformiad, dysgu a datblygiad proffesiynol a mynd i'r afael â hwy yn hyderus, yn gefnogol ac adeiladol.

Gallu myfyrio ar eich arfer eich hun; dysgu o brofiad, sefyllfaoedd, adborth a sylwadau adeiladol.

Gallu dangos dealltwriaeth o sgiliau rheoli ac arwain.

Gallu arfer barn gytbwys, llawn gwybodaeth a gwneud penderfyniad gan ddefnyddio eich menter eich hun pan fo angen/pan fo hynny'n berthnasol

Ymagwedd hyblyg tuag at ddyletswyddau ac oriau gwaith a gallu gweithio gydag ychydig iawn o oruchwyliaeth

Gallu trefnu, rheoli a blaenoriaethu llwyth gwaith eich hun mewn amgylchedd gwaith ble mae blaenoriaethau yn gwrthdaro ac yn newid.

Gallu ac yn fodlon gosod amcanion fîm a chefnogi cydweithwyr i'w cyflawni.

Aelod effeithlon a phroffesiynol ac ysgogol o dîm.

Gallu cyfathrebu'n effeithiol gydag amrywiaeth o bobl ar bob lefel

Dealltwriaeth ac ymrwymiad i arfer gorau wrth reoli cyfrinachedd a rhannu gwybodaeth

Prawf o'ch gallu i dderbyn a chadw dealltwriaeth / gwybodaeth a rhoi theori ar waith

Hyder i gynrychioli'r "Gwasanaeth" a/neu gleient mewn cyfarfodydd amlasiantaeth/ddisgyblaethol.

Gallu posib i asesu ar gyfer mân offer cymunedol

Mae'r gallu i siarad Cymraeg yn ddymunol iawn.

Profiad

Profiad o gefnogi a/neu oruchwyllo staff

Profiad sylweddol o weithio gyda phobl ddi-amddiffyn gan ddefnyddio ethos ailalluogi a dull gweithredu sy'n canolbwyntio ar yr unigolyn.

Gallu gweithio ar eu liwt eu hunain, i dderbyn cyfrifoldeb wedi'i ddirprwyo ac i drefnu a rheoli'n effeithiol.

Amodau Gwaith Arbennig

Gweithio yng nghartrefi Dinasyddion yn y Gymuned.

Trefniadau gweithio ar eich pen eich hun yn berthnasol.

Archwiliadau Cyflogaeth / Gofynion Penodol

Mae'n ofynnol i bob aelod newydd o staff fynd drwy ein gwiriadau recriwtio mwy diogel; gwiriad DBS, 2 eirda boddhaol dros 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 camfanteisio. Dylid codi unrhyw bryderon â'r Rheolwr Diogelu Penodedig er mwyn i'r Cyngor allu gweithredu pan gaiff camfanteisio ei adnabod.

Gweledigaeth / Cyd-destun

Gweledigaeth y gwasanaeth yw helpu pobl i wneud pethau drostynt eu hunain i fwynhau eu gallu i fyw mor annibynnol â phosibl. Mae'n ymwneud â chefnogi'r unigolyn yn gyfan gwbl – gan fynd i'r afael â'u hanghenion corfforol, cymdeithasol ac emosiynol. Mae'n ddull personol sy'n canolbwyntio ar ganlyniadau, lle mae'r defnyddwyr gwasanaeth yn gosod amcanion eu hunain, ac yn cael eu cefnogi gan y tîm ailalluogi i'w cyflawni mewn cyfnod cyfyngedig. Mae'n canolbwyntio ar beth all bobl ei wneud yn hytrach na be na allent ei wneud, ac yn anelu i leihau'r angen am gymorth parhaus.

Mae'r Gwasanaeth yn croesawu ethos Deddf Gwasanaethau Cymdeithasol a Llesiant (Cymru) a Deddf Tai (Cymru) 2014. Bydd Uwch Weithwyr Gofal a Chymorth yn chwarae rhan allweddol i gefnogi staff gofal a chymorth drwy'r newidiadau i'r ddarpariaeth gwasanaeth. Bydd disgwyl iddynt gadw i fyny a cheisio cyfarwyddyd pan fydd pryderon am ddulliau newydd o ddarparu gwasanaeth.

Cysylltiadau h.y.

Cydweithwyr tîm

Un Pwynt Mynediad

Timau Adnoddau Cymunedol

Tai Cymunedol a Datrysiaid Tai

Tîm Cefnogi Pobl

Y Trydydd Sector

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).

Teitl y Swydd:	Uwch Weithiwr Gofal a Chymorth Annibyniaeth yn y Cartref		
Gwasanaeth:	Gwasanaeth Gofal Cymdeithasol Oedolion a Digartrefedd		
Graddfa:	7		
<u>MEINI PRAWF</u>	<u>HANFODOL</u>	<u>DYMUNOL</u>	<u>DULL ASESU</u> Ffurflen Gais / Cyfweiliad / Cyflwyniad / Geirda ac ati
1. ADDYSG A CHYMWYSTERAU	<p>Addysg gyffredinol o safon dda.</p> <p>Cymhwyster gofal cymdeithasol/cefnogaeth cydnabyddedig e.e. QCF Lefel 3 mewn Gofal neu gyfwerth.</p> <p>Cymhwyster lechyd a Diogelwch ar gyfer Rheolwyr rheng flaen</p> <p>Pasbort Codi a Symud yn Gorfforol Cymru gyfan neu gyfwerth</p>	Cofrestru guda Gofal Cymdeithasol Cymru (gofyniad hanfodol wrth benodi)	Ffurflen gais Cyfweiliad Geirdaon
2. PROFIAID PERTHNASOL	<p>Profiad sylweddol o weithio gyda phobl ddiamddiffyn yn eu cartrefi eu hunain.</p> <p>Profiad o ddull canolbwyntio ar y person o ran cefnogi pobl ddiamddiffyn</p> <p>Gallu arwain, cefnogi, goruchwyllo ac arwain tîm mewn modd cynhwysol, agored a chefnogol.</p> <p>Dealltwriaeth ymarferol o nodau "Cefnogi Pobl" a'r ethos "Ail-alluogi" wrth hyrwyddo a chynnal</p>	Profiad o asesu ar gyfer mân offer cymunedol	Ffurflen gais, Cyfweiliad, Geirdaon

	annibyniaeth, ac ymrwymiad gwirioneddol i hyn		
3. GWYBODAETH A SGILIAU CYSYLLTIEDIG Â'R SWYDD	<p>Sgiliau TG a'r gallu i ddefnyddio offer TG</p> <p>Dealltwriaeth ymarferol dda o ac ymrwymiad i ddiogelu a gwybodaeth am eich cyfrifoldebau yn y maes hwn</p> <p>Gallu adnabod meysydd gwael o ran perfformiad, dysgu a datblygiad proffesiynol a mynd i'r afael â hwy yn hyderus, yn gefnogol ac adeiladol.</p>		Ffurflen gais, Cyfweliad, Geirdaon
4. NODWEDDION PERSONOL	<p>Dealltwriaeth dda o ymddygiad pobl a sgiliau rhyngpersonol da, a'r gallu i fod yn hyblyg, yn frwdfrydig ac yn llawn dychymyg wrth ysgogi aelodau o'r fîm i gyflawni canlyniadau cadarnhaol.</p> <p>Gallu trefnu, rheoli a blaenoriaethu llwyth gwaith eich hun mewn amgylchedd gwaith ble mae blaenoriaethau yn gwrthdaro ac yn newid.</p> <p>Gallu myfyrio ar eich arfer eich hun; dysgu o brofiad, sefyllfaoedd, adborth a sylwadau adeiladol.</p>		Ffurflen gais, Cyfweliad, Geirdaon
5. GOFYNION ERAILL	<p>Ymagwedd hyblyg tuag at ddyletswyddau ac oriau gwaith a gallu gweithio gydag ychydig iawn o oruchwyliaeth</p> <p>Empathi gyda'r Gymraeg a diwylliant Cymru</p>	Yn rhugl yn yr Iaith Gymraeg	Ffurflen gais, Cyfweliad, Geirdaon

DENBIGHSHIRE COUNTY COUNCIL JOB DESCRIPTION

Job Title:	Independence at Home Senior Care & Support Worker
Grade:	7
Service:	Adult Social Care and Homelessness Service
Service Area:	Independence at Home Team
Responsible to:	Team Manager
Job ID Number / Date Issued:	04042
Welsh Language Category	Welsh language skills are desirable – level 1 Welsh Language Levels

Job Purpose

To ensure the consistent delivery of high quality person centred support from a range of Independence at Home, Care & Support workers (Reablers, Interim, Health & Social Care Support Workers, Extra Care, Care & Support Workers and Supporting Independent Living Support Workers and Community Living). This includes ensuring assessed needs are met and to promote independence, choice and wellbeing for citizens across Denbighshire; enabling them to stay in their own home; wherever that may be and to remain part of their community.

Senior Care & Support Workers will ensure regulatory and statutory compliance.

Senior Care & Support Workers will be competent at having effective conversations with citizens to identify what matters to them and to be able to design and implement basic support plans or identify reablement objectives in more complex care plans being compiled by a Care Co-ordinator.

Senior Care & Support Workers will:

- Actively involved in the recruitment & induction of new care and support staff.
- Provide supervision to designated care and support staff
- Undertake risk assessments prior to deployment of care and support staff
- Deploy care and support staff in a citizen's home.

Provide support to care and support staff day to day

Principal Accountabilities and Responsibilities

A For Staff

1. To ensure working practices are flexible to meet demand and are delivered in a way which support Denbighshire's vision for the Adult Social Care and Homelessness Service.
2. Provide formal line management, regular 1-1s supervision to the full range of care and support workers to ensure effective delivery of service and to meet the requirements of legislation, regulation and policies.
3. To utilise required software (e.g. PARIS, iTrent) to plan work schedules and identify, deploy and brief workers to ensure flexible, efficient and effective delivery across Denbighshire.
4. Ensure care and support workers have the required competencies and arrange/ deliver training to a recognised level in order to meet the needs identified in supervision, and to satisfy the requirements of legislation and the delivery of a high quality service
5. To undertake, monitor and review risk assessments to ensure the Health & Safety of care and support staff deployed within community settings.
6. Ensure staff adhere to Denbighshire's policies and procedures, including recording accurately to ensure timely decisions can be made regarding appropriate levels of support. Undertake regular quality assurance checks of clients files (at least at every supervision /support meeting) recording findings on prescribed proforma.
7. Undertake management on call service for care and support staff working within Independence at home service.
8. Facilitate regular care and support staff team meetings.
9. Promote amongst staff, self-awareness, reflection, responsibility and accountability for own actions. Constructively and appropriately challenge poor, practice and attitudes.
10. Ensure good practice and innovation is recognised and shared throughout the team. Highlight and celebrate individual and team successes.
11. Treat all colleagues with respect and dignity.

B. For the Service

12. To develop a relationship with the citizen to establish the aims and objectives required to meet their agreed goals and outcomes and potential for independence within a community setting.
13. To assess/consider the functional ability of citizens to undertake daily living activities including personal care, seeking professional advice when necessary and referring on when needs are more complex than first appeared.

14. To identify aims and objectives to maximise independence and strengthen natural support networks and community involvement and to design basic support plans to achieve these in partnership with the citizen and the multi- disciplinary team.
15. To ensure the implementation of person centred support plans in order to maximise the individuals' independence and enhance their emotional and physical well-being through working closely with Support staff.
16. Ensure excellent 2-way communication to ensure care and support workers are informed accurately about all aspects of support programmes e.g individual ability and safety issues, motivational techniques and to gather feedback to inform the reviewing process.
17. To monitor, dynamic review, adjust the support plan and communicate the progress and consequence of intervention to all people involved / responsible for the support plan.
18. Support the Coordinator in the development of strategic and operational plans as appropriate and compliance with contractual standards.
19. Ensure all required reports, spreadsheets, processes and paperwork is undertaken and delivered to the appropriate person in a timely manner.
20. Support care and support staff and citizens with new technology i.e "Rita", "Rempods", "Pepper"

Resources/Equipment/Material

iTrent, Proactis and Paris – Electronic recording systems

Timesheets, mileage sheets, extra care – care hours. Manual paperwork to be checked

Lone Working systems - audit spreadsheets to ensure care and support staff are using the system and update required records as and when required – Gawl Gofal

DCC policies and procedures

Laptop

Mobile telephone

Senior care & support workers will be expected to be fully conversant with manual handling equipment and report faults immediately.

Personal Protective Equipment including uniforms will be the responsibility of the Team Leaders for all their staff.

Senior care & support worker will develop and maintain their SCW registration requirements.

Supervision/Management of People

Senior care & support workers will be delegated a number of Independence at home, care and support workers to support with annual performance appraisals and supervision session. Senior care & support workers will also provide day to day support for the care and support workers.

Knowledge, Skills, Training and Experience

Education/Qualifications:

A good standard of general education

Recognised social care / support qualification e.g NVQ Level 3 in care, management or promoting Independence, or equivalent

Health and Safety Qualification for front line Managers

All Wales Manual Handling Passport or equivalent

IT skills and ability to use IT equipment

Registered with Social Care Wales

3 day first aid training

Fire training [in relation to extra care]

Knowledge and Skills

A practical understanding of the aims of “Supporting People” and “reablement ethos” in promoting and maintaining independence and a genuine commitment to this.

A good understanding of human behaviour with good interpersonal skills, and an ability to be flexible, enthusiastic and imaginative in motivating team members to achieve positive outcomes.

Knowledge of and a commitment to a person centred approach in supporting vulnerable people.

A good practical understanding of and commitment to safeguarding and knowledge of own responsibility in this area.

A good practical understanding of the range of issues that vulnerable people can face, e.g. health issues, social issues, financial issues, risk of exploitation and harm, condescending attitudes, demeaning stereo-typing etc.

The ability to lead, support, supervise and direct a team in an inclusive, open and supportive way.

- The ability to identify and confidently address in a supportive and constructive manner areas of poor performance, learning and professional development.
 - The ability to reflect on own practice; learning from experience, situations, feedback and constructive comment.
 - Ability to demonstrate understanding of management and leadership skills.
 - Ability to exercise balanced, informed judgement and make decisions using own initiative as required / appropriate.
 - Flexible approach to duties and working hours and able to work with minimum supervision
 - Ability to organise, manage and prioritise own workload within a working environment of competing and changing priorities.
 - Ability and willingness to set team objectives and support colleagues to achieve.
 - Efficient and professional, motivated team player.
 - Ability to communicate effectively with a range of people at all levels
 - An understanding of and commitment to best practice in managing confidentiality and information sharing.
 - Proven capacity to absorb and retain knowledge / information and put theory into practice.
 - Confidence to represent the "Service" and / or client in multi- agency / disciplinary meetings.
 - The potential ability to assess for minor community equipment.
 - Welsh speaking highly desirable.
- Experience**
- Experience in supporting and/or supervising staff.
 - Substantial experience of working with vulnerable people using a reablement ethos and person centred approach.
 - Capacity to work on their own initiative and to accept delegated responsibility.

Special Working Conditions

- Working in Community in Citizens homes.
- Lone Working applies.

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 and 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 vision for the service is about helping people to do things for themselves to maximise their ability to live life as independently as possible. It's about supporting the whole person – addressing their physical, social and emotional needs. It's an outcome-focused, personalised approach, whereby the person using the service sets their own goals and is supported by a support team to achieve them over a limited period. It focuses on what people can do, rather than what they can't and aims to reduce or minimise the need for ongoing support.

The Service embraces the ethos of the Social Services and Wellbeing (Wales) Act and the Housing (Wales) Act 2014. Senior care and support staff will play a key role in supporting care and support staff through required changes in service delivery. They will be expected to keep up to date and seek guidance as and when there are concerns regarding new methods of service delivery.

Contacts i.e

Team colleagues

Single Point of Access

Community Resource Teams

Community Housing and Housing Solutions

Supporting People Team

Third Sector

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:	Independence at Home Senior Care & Support Worker		
Service	Adult Social Care and Homelessness Service		
Grade:	7		
<u>CRITERIA</u>	<u>ESSENTIAL</u>	<u>DESIRABLE</u>	<u>METHOD OF ASSESSMENT</u> Application Form / Interview / Presentation / References etc
1. EDUCATION & QUALIFICATIONS	<p>A good standard of general education</p> <p>Recognised social care / support qualification e.g. QCF level 3 in Health & Social care or equivalent.</p> <p>Health and Safety Qualification for front line managers</p> <p>All Wales Manual Handling Passport or equivalent</p>	Registered with Social Care Wales (essential on appointment)	Application Form Interview References
2. RELEVANT EXPERIENCE	<p>Substantial experience of working with vulnerable people in their own homes</p> <p>Experience of person centred approach in supporting vulnerable people</p> <p>The ability to lead, support, supervise and direct a team in an inclusive, open and supportive way</p> <p>A practical understanding of the aims of Supporting people and “reablement ethos” in promoting and maintaining independence</p>	Experience of assessing for minor community equipment	Application Form, Interview References

	and a genuine commitment to this		
3. JOB RELATED KNOWLEDGE & SKILLS	<p>IT skills and ability to use IT equipment</p> <p>A good practical understanding of and commitment to safeguarding and knowledge of own responsibility in this area</p> <p>The ability to identify and confidently address in a supportive and constructive manner areas of poor performance, learning and professional development</p>		Application Form, Interview References
4. PERSONAL QUALITIES	<p>Good interpersonal skills and an ability to be flexible, enthusiastic and imaginative in motivating team members to achieve positive outcomes.</p> <p>Ability to organise, manage and priorities own workload within a working environment of competing and changing priorities</p> <p>The ability to reflect on own practice, learning from experience, situations, feedback and constructive comments</p>		Application Form, Interview References
5. OTHER REQUIREMENTS	<p>Flexible approach to duties and working hours and able to work with minimum supervision.</p> <p>Empathy with the Welsh Language and Culture</p>	Fluent in Welsh language	Application Form, Interview References