

Proffil Swydd/Job Profile

Teitl y Swydd – Gweithiwr Cymdeithasol
Post Title – Social Worker

Adran	Addysg a Phlant
Department	Education and Children

Is-Adran/Adain	Gwasanaethau Plant
Division/Section	Children's Services

Gradd/Grade	I
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Rhif y Swydd/Post Number	010326
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Paratowyd Gan/Prepared By	Stefan Smith
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Dyddiad/Date	Rhagfyr / December 2022
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Prif Ddiben y Swydd

Darparu cymorth Gwaith Cymdeithasol ac Asesu/Rheoli Achosion i blant a'u teuluoedd.

Cyfrannu at wella a datblygu'n barhaus y gwasanaethau a ddarperir i'r grŵp cleientiaid.

Prif cyfrifoldebau

1. Darparu gwasanaeth gwaith cymdeithasol o safon i ddefnyddwyr y gwasanaeth drwy weithredu'r Côd Ymarfer ar gyfer Gweithwyr Cymdeithasol, meithrin ymddiriedaeth a hyder, parchu a chefnogi hawliau defnyddwyr y gwasanaeth, gan eu hamddiffyn, ar yr un pryd â hyrwyddo'u hannibyniaeth.
2. Ar y cyd â'r plant a'u teuluoedd, cynnal asesiadau a datblygu cynlluniau gofal sy'n diwallu eu hanghenion yn y modd gorau posibl.
3. Dehongli deddfwriaeth wrth weithio gyda phlant agored i niwed, pobl ifanc a'u teuluoedd a bod yn atebol am y dehongliad hwn
4. Rheoli llwyth achosion er mwyn rhoi blaenoriaeth i ofynion statudol a gweithredol priodol.
5. Sicrhau bod cofnodion achosion yn cael eu cadw mewn modd priodol, a chydymffurfio â'r gweithdrefnau cytûn er mwyn hwyluso monitro, cynllunio a datblygu gwasanaethau.
6. Ymgymryd â hyfforddiant/goruchwyliaeth a chymryd rhan ynddynt er mwyn sicrhau y cynhelir safonau ac ansawdd gwaith.
7. Cydgysylltu a gweithio mewn partneriaeth ag amrywiaeth o asiantaethau o'r sectorau statudol, preifat, gwirfoddol ac annibynnol, er mwyn sicrhau y darperir gwasanaethau cynhwysfawr sydd wedi eu llunio'n benodol i ddiwallu'r anghenion a nodwyd.
8. Datblygu arbenigedd penodol mewn maes gwaith o fewn y grŵp cleientiaid (e.e. Amddiffyn Plant, Plentyn mewn Angen, Plant sy'n Derbyn Gofal), datblygu ymarfer fel sy'n briodol a phan fo angen, arwain datblygiad polisi o ran y fîm a'r gwasanaeth yn ogystal â'r ymarfer gwasanaeth mewn meysydd penodol
9. Gweithio mewn gweithgorau traws-gyfarwyddiaeth gan glustnodi meysydd i'w gwella a datblygu polisi ac ymarfer mewn meysydd sy'n ymwneud â gwasanaethau penodol
10. Cymryd cyfrifoldeb unigol dros ddarnau unigol o waith prosiect a systemau a llunio arweiniad polisi ac ymarfer ar gyfer yr adran yn ôl y galw.
11. Bod yn ffynhonnell wybodaeth i blant a'u teuluoedd, ac eiriol drostynt, er mwyn sicrhau bod eu dymuniadau a'u sylwadau'n cael eu hystyried yn llawn.
12. I gydymffurfio ag egwyddorion Côd Ymarfer Proffesiynol Gofal Cymdeithasol Cymru
13. Cymryd rhan mewn systemau dyletswydd a gytunwyd er mwyn hyrwyddo hygyrchedd ei wasanaeth a gofal da i gwsmeriaid.
14. Dirprwyo gwaith i'r Staff Cymorth yn y Tîm a goruchwyllo eu gwaith.
15. Dirprwyo gwaith i ymarferwyr nad ydynt wedi cymhwyso, eu goruchwyllo a'u harwain yn eu gwaith achos. Bydd hyn yn cynnwys cyfeirio a dyrannu gwaith lle bo'n briodol.

Yn gyfrifol am staff/offer

Ymarferwyr nad ydynt wedi cymhwyso

Yn atebol i

Rheolwr y Tîm

Meini Prawf Hanfodol

Cymwysterau, Hyfforddiant galwedigaethol ac Aelodaeth Broffesiyno

Gradd mewn Gwaith Cymdeithasol, DIPSW, CQSW, CSS
Wedi cofrestru gyda Gofal Cymdeithasol Cymru

Y sgiliau sy'n ymwneud â'r swydd a Galluoed

Y gallu i gynnal asesiadau cymhleth o ddefnyddwyr y gwasanaeth ac i lunio cynlluniau gofal

Y gallu i gyfrannu i waith tîm effeithiol

Y gallu i ddangos empathi o ran anghenion defnyddwyr y gwasanaeth

Y gallu i ddefnyddio TG

Y gallu i flaenoriaethu gwaith ar sail yr amcanion a gytunwyd, ac i gwblhau tasgau

Y gallu i ddangos hunan-gymhelliant cryf yn y swydd

Gwybodaeth

Yr egwyddorion a'r gwerthoedd a arferir wrth ymdrin â'r grŵp cleientiaid

Y ddeddfwriaeth berthnasol

Dealltwriaeth o anghenion defnyddwyr y gwasanaeth

Dealltwriaeth o ddulliau gweithredu aml-ddisgyblaeth

Prosesau Asesu a Rheoli Achosion

Profiad

Profiad o waith gofal plant – cyn cymhwyso neu ar ôl cymhwyso

Rhinweddau personol

Arddangos ymrwymiad cadarn i hyrwyddo arferion gwrthwahaniaethol

Amlygu ymrwymiad pendant o ran cyfrinachedd y cleientiaid

Y gallu i deithio

Y gallu i werthfawrogi cryfderau a chyfraniadau eraill a hyrwyddo perthynas waith dda ag eraill a gwaith tîm

Meino Prawf Dymunol

Dyfarniad ôl-gymhwyso mewn Gwaith Cymdeithasol

Hyfforddiant perthnasol mewn Cyd-ymchwilio

Gwybodaeth ynghylch "*Signs of Safety*" a/neu Arferion Systematig

Profiad ôl-gymhwysol sylweddol o fod yn Weithiwr Cymdeithasol Gofal Plant

Sgiliau Iaith /Cyfathrebu

Cliciwch ar y ddolen - [Pa lefel ydych chi?](#)

Cymraeg	Sgiliau Llafar Lefel 2	Sgiliau Ysgrifennu Lefel 1
Saesneg	Sgiliau Llafar Lefel 5	Sgiliau Ysgrifennu Lefel 5
Arall (nodwch)		

GWIRIADAU'R GWASANAETH DATGELU A GWAHARDD (DBS)

Gall fod gwiriadau DBS yn ofynnol ar gyfer rhai swyddi lle bydd angen gweithio gyda phlant ac oedolion agored i niwed. Mae'r canlynol yn ofynnol ar gyfer y swydd hon

Adran A – y math o ddatgeliad **Datgeliad Manwl gan wirio'r rhestr wahardd**

Adran B – y math o weithlu **Y gweithlu plant**

Y RHESWM

Gweithio gyda phlant agored i niwed, pobl ifanc a'u teuluoedd

UNRHYW WYBODAETH ARALL

Bydd angen i'r person a benodwyd deithio i gyfarfodydd ac ati o amgylch y Sir. Bydd angen i'r person nad ydyw ef/hi yn yrwr wneud trefniadau ei hun ar gyfer cludiant pan fo angen (ac y bydd yn gyfrifol am unrhyw gostau ychwanegol).

Main Purpose of Job
To provide Social Work support, Assessment/Case Management for children and their families. To participate in the continuous improvement and development of services to the client group
Key responsibilities
1. To provide a quality social work service to service users by implementing the Code of Practice for Social Workers, building trust and confidence, respecting and upholding the rights of service users, protecting them, whilst promoting their independence. 2. In conjunction with children and their families, undertake assessments and develop care plans which best meets their needs. 3. To interpret legislation in working with vulnerable children, young people and their families and be accountable for this interpretation. 4. To manage a caseload in order that priority is given to appropriate statutory and operational requirements. 5. To ensure the proper maintenance of case records and to follow agreed procedures in order to facilitate monitoring, planning and development of services. 6. To undertake and participate in training/supervision to ensure that standards and quality of work are maintained. 7. To liaise and work in partnership with a variety of agencies from the statutory, private, voluntary and independent sector to ensure the provision of comprehensive services specifically designed to meet identified need. 8. To develop specific expertise in an area of work within the client group(e.g. Child Protection, Child in Need, Looked After Children), developing practice as appropriate and when required, lead the development of team and service policy and practice in service in specific areas. 9. To work in cross directorate working groups identifying areas for improvement and developing policy and practice in service specific areas. 10. To take individual responsibility for individual pieces of project and systems work and produce policy and practice guidance for the department as required. 11. To act as an information resource and advocate for children and their families in order to ensure their wishes and views are fully taken into account. 12. To comply with the principles of the Social Care Wales Code of Professional Practice. 13. To participate in agreed duty systems to promote accessibility of its service and good customer care. 14. To delegate to and supervise the work of support staff within the Team. 15. To delegate to and supervise and guide unqualified practitioners in their case work. This will include directing and allocating work where appropriate
Responsible for staff/equipment
Unqualified practitioners
Reporting to
Team Manager

Essential Criteria

Qualifications, Vocational training and Professional Memberships

Degree in Social Work, DIPSW, CQSW, CSS

Registered with Social Care Wales

Job Related Skills and Competencies

Ability to undertake complex assessments of service users and create care plans

Ability to contribute to effective team working

Ability to show empathy to the needs of the service user group

Ability to use IT

Ability to prioritise work on basis of agreed objectives and completion of tasks

Ability to show self-motivation within job role

Knowledge

Principles and values applied to client group

Relevant legislation

Understanding of the needs of service group

Understanding of multi-disciplinary working

Processes of Assessment and Case Management

Experience

Pre or post qualifying experience in Childcare

Personal qualities

Demonstrate a firm commitment to the promotion of anti-discriminatory practice

To demonstrate a clear commitment to client confidentiality

Ability to travel

Able to value strengths and contribution of others and promote good working relationships and teamwork

Desirable Criteria

Post qualifying award in social work

Relevant training in Joint Investigation

Knowledge of Signs of Safety and / or Systemic Practice

Significant post qualifying experience as Childcare Social Worker

Language and Communication Skills

Click on the link [What level are you?](#)

Welsh	Spoken Level 2	Written level 1
English	Spoken Level 5	Written level 5
Other (please State)		

DISCLOSURE AND BARRING SERVICES (DBS) CHECKS

DBS Checks may be required for certain posts which work with children and vulnerable adults. This post requires:

Section A – type of disclosure **Enhanced Disclosure with Barred list check**

Section B – workforce type **Child Workforce**

JUSTIFICATION

Working with vulnerable children, young people and their families

ANY OTHER INFORMATION

The post holder will need to be able to travel to meetings etc. around the county. A non-driver would need to make arrangements for transport whenever and wherever required (any extra costs borne by the post holder.)