Proffil Swydd/Job Profile

Teitl y Swydd – Gweithiwr Cymdeithasol
Post Title – Social Worker

Adran	Cymunedau
Department	Communities

Is-Adran/Adain	Y Gwasanaethau Integredig – Gofal Cymdeithasol Oedolion
Division/Section	Integrated Services / Adult Social Care

Gradd/Grade	I/J

Rhif y Swydd/Post Number	

Paratowyd Gan/Prepared By	Jayne Thomas

Dyddiad/Date	Ionawr / January 2024

Prif Ddiben y Swydd

- Darparu gwasanaeth gwaith cymdeithasol o safon i unigolion sydd ag anghenion gofal a chymorth, a'u gofalwyr, yn unol â'r Côd Ymarfer Proffesiynol ar gyfer Gofal Cymdeithasol, meithrin ymddiriedaeth a hyder, parchu a chefnogi hawliau'r unigolion hyn, gan eu hamddiffyn, ar yr un pryd â hyrwyddo'u hannibyniaeth.

- Darparu gwasanaethau asesu a rheoli gofal i unigolion sydd angen gofal a chymorth, a'u gofalwyr, dan Ddeddf Gwasanaethau Cymdeithasol a Llesiant (Cymru) 2014, neu i unigolion eraill sy'n gymwys o dan ddeddfwriaeth arall e.e. Mesur Iechyd Meddwl (Cymru) 2010.

- Darparu cymorth gwaith cymdeithasol uniongyrchol i unigolion, i'w galluogi i ddod

Bydd Gweithwyr Cymdeithasol Profiadol yn gwneud y canlynol:

- Hyrwyddo a datblygu diben, ymarfer ac effaith gweithwyr cymdeithasol yn y sefydliad a gyda rhanddeiliaid ehangach, gan chwarae rhan flaenllaw o ran datblygiad y tîm.
- Bod yn esiampl gadarnhaol ar gyfer gwaith cymdeithasol.

Prif cyfrifoldebau

1. Darparu gwybodaeth, cyngor a chymorth i unigolion a gofalwyr er mwyn hybu eu llesiant gan ganolbwyntio ar atal ac ymyrraeth gynnar.
2. Sicrhau bod gan unigolion fynediad at wasanaethau eirioli dan y ddeddfwriaeth berthnasol pan fo'u hangen arnynt.
3. Cyd-lunio cynlluniau gofal a chymorth gydag unigolion a'u teuluoedd, gan ystyried yr hyn sy'n bwysig iddyn nhw, eu cryfderau a'r asedau sydd ar gael yn eu cymunedau, drwy ddefnyddio dull sy'n canolbwyntio ar yr unigolyn. Lle mae'r awdurdod lleol yn gweithredu fel darparwr iechyd meddwl perthnasol o dan Fesur Iechyd Meddwl (Cymru) 2010, dylai weithredu fel cydgysylltydd gofal sy'n cyd-lunio cynllun gofal a thriniaeth.
4. Paratoi adroddiadau ar gyfer y Gyfarwyddiaeth a'i chynrychioli mewn cyfarfodydd a gwrandawiadau perthnasol (e.e. gwrandawiadau Llys Gorchymyn, Tribiwnlysoedd Adolygiadau Iechyd Meddwl, Gwrandawiadau Rheolwyr Ysbytai, cyfarfodydd Gofal a Chynllunio Triniaeth ac Ôl-ofal S117).
5. Cydymffurfio â dyletswyddau statudol dan ddeddfwriaeth berthnasol e.e. Deddf Gwasanaethau Cymdeithasol a Llesiant (Cymru) 2016, Deddf Iechyd Meddwl 1983, Deddf Galluoedd Meddyliol 2005 a deddfwriaeth berthnasol arall, ynghyd â pholisïau a gweithdrefnau adrannol.
6. Amddiffyn unigolion rhag camdriniaeth ac esgeulustod, a lle bo'n briodol, cymryd unrhyw gamau diogelu angenrheidiol.
7. Rheoli llwyth achosion drwy flaenoriaethu anghenion a chynnal cofnodion cynhwysfawr o dasgau a dyletswyddau a gyflawnir yn unol â pholisïau a gweithdrefnau mewnol a fydd yn cynnwys cronfeydd data electronig.
8. Sicrhau bod pob achos sy'n agored i chi fel gweithiwr cymdeithasol yn cael ei adolygu mewn modd amserol yn unol â pholisïau a gweithdrefnau adrannol.

9. Cymryd rhan mewn hyfforddiant/goruchwyliaeth er mwyn sicrhau y cynhelir safonau ac ansawdd gwaith, a bod datblygiad proffesiynol parhaus yn cael ei gyflawni, gan gynnwys cydymffurfio ag addysg a dysgu proffesiynol parhaus, os yw'n briodol. Mae hyn hefyd yn cynnwys hyfforddi i fod yn Asesydd Budd Pennaf at ddibenion y Trefniadau Diogelu rhag Colli Rhyddid dan y Ddeddf Galluedd Meddyliol, fel y'i diwygiwyd, ac ar ôl hynny gweithredu fel Asesydd Budd Pennaf ar gyfer nifer gofynnol o asesiadau.
10. Cydgysylltu a chydweithio â gweithwyr proffesiynol eraill yn yr awdurdod lleol, y bwrdd iechyd lleol ac asiantaethau eraill gan gynnwys y sector statudol, preifat, gwirfoddol ac annibynnol, er mwyn diwallu anghenion gofal a chymorth unigolion yn effeithiol.
11. Datblygu arbenigedd penodol mewn maes gwaith o fewn y grŵp cleientiaid.
12. Hyrwyddo arferion cyfleoedd cyfartal ac arferion gwrthwahaniaethol.
13. Bod yn hyblyg o ran dyletswyddau'r swydd, er mwyn adlewyrchu anghenion newidiol y gwasanaeth gan gynnwys cymryd rhan mewn systemau dyletswydd y cytunwyd arnynt er mwyn hyrwyddo hygyrchedd gwasanaethau a gofal da i gwsmeriaid.

Gweithwyr Cymdeithasol profiadol

14. Arwain gwaith llys, gan gydgysylltu â gweithwyr cyfreithiol proffesiynol a mynychu gwrandawiadau llys yn ôl y gofyn.
15. Rheoli lefel uwch o gymhlethdod, gan gynnig barn arbenigol yn fewnol ac i weithwyr proffesiynol eraill ynghyd â'r gallu i gyfiawnhau'r penderfyniadau a wneir.
16. Modelu a hyrwyddo arferion rhagorol, a mentora aelodau newydd o'r Timau Gwasanaethau Plant a Theuluoedd/Gwasanaethau Oedolion ehangach, gan gynnwys Gweithwyr Cymdeithasol yn eu blwyddyn ymarfer gyntaf.
17. Dangos rhinweddau arweinyddiaeth broffesiynol gan ddefnyddio awdurdod a herio'n briodol.

Yn gyfrifol am staff/offer
Ddim yn berthnasol
Yn atebol i
Rheolwr y Tîm

Meini Prawf Hanfodol

Cymwysterau, Hyfforddiant galwedigaethol ac Aelodaeth Broffesiyno

- Cymhwyster gwaith cymdeithasol cydnabyddedig e.e. Gradd mewn gwaith cymdeithasol, Diploma Gwaith Cymdeithasol, Tystysgrif Cymhwyster mewn Gwaith Cymdeithasol
- Wedi cofrestru â Gofal Cymdeithasol Cymru.
- Tystiolaeth o Addysg a Dysgu Proffesiynol Parhaus (CPEL). Ar gyfer Gweithwyr Cymdeithasol newydd gymhwyso CPEL, mae'n rhaid eu bod wedi cwblhau eu Blwyddyn Ymarfer Gyntaf a Rhaglen Gadarnhau o fewn 3 blynedd er mwyn cydymffurfio â gofynion cofrestru.
- Bod yn Asesydd Budd Pennaf hyfforddedig neu'n barod i gyflawni'r cymhwyster pan fo hyfforddiant priodol ar gael.
- Os nad ydych eisoes wedi cyflawni'r cymhwyster, dangos parodrwydd i ddod yn athrawes ymarfer.
- Pan fo'r swydd yn cael ei hysbysebu'n benodol fel un ar gyfer Gweithwyr Proffesiynol Cymeradwy ym maes Iechyd Meddwl (AMHP), mae'n rhaid dangos tystiolaeth o gymhwyster a gallu i gyflawni'r rôl honno.

Bydd Gweithwyr Cymdeithasol Profiadol:

- Wedi cyflawni rhaglenni Ôl-gymhwyso a Datblygiad Proffesiynol Parhaus perthnasol, a allai gynnwys bod yn Addysgwr Ymarfer sydd â myfyrwyr yn eu hail flwyddyn a'u trydedd flwyddyn, yn Aseswr Budd Pennaf, bod yn AMHP â thrwydded sy'n ymarfer ar hyn o bryd, neu gyfwerth.
- Dangos Datblygiad Proffesiynol Parhaus ac ymchwil yn barhaus.

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

- Y gallu i gynnal asesiadau cymhleth o unigolion, datblygu cynlluniau gofal a chymorth/cynlluniau gofal a thriniaeth a monitro ac adolygu effeithiolrwydd y cynlluniau hynny o ran cyflawni canlyniadau personol.
- Y gallu i gyfrannu i waith tîm effeithiol.
- Sgiliau TG rhagorol gan gynnwys y gallu i gadw cofnodion gwaith cymdeithasol diweddar.
- Gallu blaenoriaethu gwaith ar sail asesiadau risg ac amcanion a gytunwyd.

Bydd Gweithwyr Cymdeithasol Profiadol yn gwneud y canlynol:

- Cymhwyso ac ymarfer gwneud penderfyniadau mwy annibynnol.
- Ymgymryd ag ymarfer arbenigol ac effeithiol mewn sefyllfaoedd cymhleth, gan asesu a rheoli lefelau uchel o risg a chydbwyso cymorth a rheolaeth

Gwybodaeth

- Egwyddorion a gwerthoedd y grŵp cleientiaid e.e. hyrwyddo llesiant ac annibyniaeth.
- Deddfwriaeth berthnasol er enghraifft Deddf Gwasanaethau Cymdeithasol a Llesiant (Cymru) 2014 a rheoliadau a chodau ymarfer cysylltiedig, Deddf Galluedd Meddyliol 2005 gan gynnwys côd ymarfer Trefniadau Diogelu Rhag Colli Rhyddid, Canllaw Gofal Iechyd Parhaus, Mesur Iechyd Meddwl (Cymru) 2010, Deddf Iechyd Meddwl 1983.
- Dealltwriaeth o'r problemau allweddol y mae'r grŵp cleientiaid yn eu hwynebu.
- Côd Ymarfer Proffesiynol ar gyfer Gofal Cymdeithasol.

Bydd Gweithwyr Cymdeithasol Profiadol yn gwneud y canlynol:

- Dangos defnydd medrus o ystod o fframweithiau ar gyfer ymyriadau cymhleth.

Profiad

- Profiad o weithio fel gweithiwr cymdeithasol, gyda'r grŵp cleientiaid perthnasol neu mewn maes statudol.
- Profiad o weithio ym maes iechyd a gofal cymdeithasol.

Bydd Gweithwyr Cymdeithasol Profiadol yn meddu ar y canlynol:

- Profiad o arwain gwaith llys a mynychu gwrandawiadau llys.
- leiaf 3 blynedd o brofiad ôl-gymhwyso ac wedi cwblhau rhaglen atgyfnerthu Addysg a Dysgu Proffesiynol Parhaus (CPEL).

Rhinweddau personol

- Y gallu i ddangos hunan-gymhelliant cryf yn y rôl.
- Y gallu i ddatblygu perthnasoedd proffesiynol ac effeithiol â phobl y cyfeiriwyd at y gwasanaeth a/neu eu gofalwyr.
- Arddangos safonau sy'n ofynnol fel gweithiwr cymdeithasol cofrestredig yng Nghymru.
- Dangos ymrwymiad cadarn i hyrwyddo arferion gwrthwahaniaethol.
- Sgiliau llunio asesiadau.
- Yn gallu teithio.

Bydd Gweithwyr Cymdeithasol Profiadol yn gwneud y canlynol:

- Dangos yr hyder i gydweithio'n gyfartal â gweithwyr proffesiynol eraill ac uwch-swyddogion yn ôl y galw.
- Cyfathrebu'n fedrus ac yn gymwys mewn sefyllfaoedd cymhleth neu risg uchel.
- Dangos rhinweddau arweinyddiaeth broffesiynol gan ddefnyddio awdurdod a herio'n briodol.

Meino Prawf Dymunol

- Lle nad yw'n cael ei hysbysebu fel swydd ar gyfer Gweithwyr Proffesiynol Cymeradwy ym maes Iechyd Meddwl (AMHP), bod yn barod i weithio tuag at fod yn AMHP.
- Profiad o gynnal asesiadau'r Ddeddf Galluedd Meddyliol a mynd i gynadleddau achos Budd Pennaf.

- Profiad diweddar o weithio gyda phobl sydd ag anghenion cymhleth, gan gynnwys gweithio o fewn y Ddeddf Iechyd Meddwl ar gyfer pobl â salwch meddwl.
- Profiad o weithio ym maes iechyd a gofal cymdeithasol.

Sgiliau Iaith /Cyfathrebu

Cliciwch ar y ddolen - Pa lefel ydych chi?

Cymraeg	**Sgiliau Llafar Lefel 2**	**Sgiliau Ysgrifennu Lefel 2**
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 oedolion**

Adran C – A yw'n ofyniad
ar gyfer adnewyddiadau DBS 3 blynedd neu
DBS wedi cofrestru ar y gwasanaeth diweddaru **Ie**

Y RHESWM

Mae'r swydd hon yn cynnwys cysylltiad uniongyrchol ag oedolion agored i niwed o ddydd i ddydd.

UNRHYW WYBODAETH ARALL

Disgwylir y bydd gan ddeiliad y swydd agwedd hyblyg at y dyletswyddau, ac mae'n bosibl y bydd yn rhaid i'r rhain gael eu hamrywio yn ôl anghenion y gwasanaeth ac yn unol â phroffil cyffredinol y swydd. Byddai'r union ddyletswyddau yn cael eu penderfynu ar sail y gwasanaeth gweithredol a'r cleientiaid.

Gweithwyr Cymdeithasol profiadol
Mae llwybr dilyniant gyrfa ar gyfer gweithwyr cymdeithasol sy'n dymuno parhau i ymarfer, yn hytrach na rheoli, wedi'i ddatblygu ac mae'n agored i bob gweithiwr cymdeithasol sy'n credu ei fod yn bodloni'r meini prawf.

Bydd angen i Weithwyr Cymdeithasol fod wedi cwblhau eu rhaglen atgyfnerthu neu wedi cymhwyso cyn i'r rhaglen gael ei chyflwyno a chael o leiaf 3 blynedd o brofiad ôl-gymhwyso cyn gwneud cais am ddilyniant Gweithiwr Cymdeithasol Profiadol.

Os ydych yn credu eich bod yn bodloni meini prawf Gweithiwr Cymdeithasol Profiadol, bydd angen i chi ddangos hyn drwy ddarparu datganiad ategol (heb fod yn fwy na 2 ochr o dudalen A4) sy'n nodi sut rydych yn bodloni'r gofynion.

Main Purpose of Job

- To provide a quality social work service to individuals with care and support needs and their carers in line with the Code of Professional Practice for Social Care, building trust and confidence, respecting and upholding the rights of these individuals, protecting them, whilst promoting their independence.
- To provide assessment and care management services to individuals who require care and support and their carers under the Social Services and Wellbeing (Wales) Act 2014, or to others eligible through other legislation e.g. Mental Health (Wales) Measure 2010.
- To provide direct social work support to individuals to enable them to become independent within their communities.
- To participate in the continuous improvement and development of the social work service.

Experienced Social Workers will:

- Promote and develop social workers' purpose, practice, and impact within the organisation and with wider stakeholders, playing a leading role in the development of the team.
- Be a positive role model for social work.

Key responsibilities

1. To provide information advice and assistance to individuals and carers to promote their well-being with a focus on prevention and early intervention.
2. To ensure individuals have access to advocacy services under relevant legislation when they need it.
3. Co-produce care and support plans with individuals and their families, taking into account what is important to them, their strengths and assets available within their community and using a person-centred approach. Where the Local Authority acts in the role of relevant mental health provider under the Mental Health (Wales) Measure 2010 to act in the role of care co-ordinator co-producing a care and treatment plan.
4. Prepare reports for and represent the Directorate at relevant meetings and hearings (e.g. Court of Protection hearings, Mental Health Review Tribunals, Hospital Managers Hearings, Care & Treatment Planning & S117 Aftercare meetings).
5. To comply with statutory duties under relevant legislation e.g. Social Services Well-being (Wales) Act 2016, Mental Health Act 1983, Mental Capacity Act 2005 and other relevant legislation, together with departmental policies and procedures.
6. To protect individuals from abuse and neglect, and where appropriate take any necessary safeguarding measures.

7. To manage a caseload by prioritising need and maintaining comprehensive records of tasks and duties undertaken as per internal policies and procedures which will include electronic data bases.
8. To ensure that all cases open to you as social worker are reviewed in a timely manner in accordance with departmental policy and procedure.
9. To undertake and participate in training/supervision to ensure that standards and quality of work are maintained and continuing professional development is achieved, including where appropriate compliance with continuing professional.

10. To liaise and work in partnership with other professionals in the local authority, local health board and other agencies from the statutory, private, voluntary and independent sector, to effectively meet the care and support needs of individuals.
11. To develop specific expertise in an area of work within the client group.
12. To promote equal opportunities and anti-discriminatory practice.
13. To adopt a flexible attitude to the duties of the post, to reflect the changing needs of the service including participating in agreed duty systems as emergency cover to promote accessibility of services and good customer care.

Experienced Social Workers will:

14. Lead on Court work, liaising with legal professionals and attending Court hearings as required.
15. Manage a higher level of complexity, offering expert opinion internally and to other professionals with the ability to justify decision making.
16. Model and promote excellent practice, and mentor new members in the wider Children and Families Services/Adult Services Teams, including first year in Practice Social Workers.
17. Demonstrate professional leadership qualities with the appropriate use of authority and challenge.

Responsible for staff/equipment
N/A
Reporting to
Team Manager

Essential Criteria

Qualifications, Vocational training and Professional Memberships

- A recognised social work qualification e.g. Degree in social work, Dip S.W, C.Q.S.W.
- Be registered to practice with Social Care Wales. Evidence of Continuing Professional Education and Learning (CPEL).
- For newly qualified Social Workers CPEL, with regard to First Year in Practice and Consolidation must be completed within 3 years to comply with registration requirements.
- To be a trained Best Interest Assessor or be prepared to undertake the qualification when appropriate training is available.
- If not already undertaken, to evidence a willingness to become a practice teacher.
- Where the post is specifically advertised as an AMHP, to be able to evidence qualification and competency as such

Experienced Social Workers will:

Have undertaken relevant Post Qualifying and CPD programmes, which could include being a Practice Educator who has 2nd and 3rd year Students, Best Interest Assessor, be a licensed and practicing AMHP, or equivalent.

Continuously demonstrate CPD and research.

Job Related Skills and Competencies

- Ability to undertake complex assessment of individuals, develop care and support plans/care and treatment plans and monitor and review the effectiveness of those plans in achieving personal outcomes.
- Ability to contribute to effective team working.
- Excellent IT skills including the ability to maintain up to date social work records.
- Ability to prioritise work on the basis of risk assessment and agreed objectives.

Experienced Social Workers will:

Apply and practice more autonomous decision making.

Undertake expert and effective practice in complex situations, assessing and managing high levels of risk, balancing support and control.

Knowledge

- Principles and values of the client group e.g. promotion of well-being and independence.
- Relevant legislation for example Social Services and Well-being (Wales) Act, 2014 and associated regulations and codes of practice, Mental Capacity Act 2005 including Deprivation of Liberty Safeguards code of practice, Continuing Health Care Guidance, the Mental Health (Wales) Measure 2010, The Mental Health Act 1983.
- Understanding the key issues that face the client group.
- Code of Professional Practice for Social Care.

Experienced Social Workers will:

- Demonstrate a skilled use of a range of frameworks for complex interventions.

Experience

- Experience of working as a social worker with the relevant client group or within a statutory setting.
- Experience of working in a joint health and social care setting.
- Experience of promoting prevention, co-production and outcome-based practice.
- Previous experience of managing and prioritising cases.

Experienced Social Workers will:

- Be experienced in leading on court work and attending Court hearings.
- Have a minimum of 3 years post qualifying experience and have completed CPEL consolidation.

Personal qualities

- Ability to show self-motivation within the role.
- Ability to develop effective professional relationships with people referred to the service and /or their carers.
- Embody the standards required of you as a registered social worker in Wales.
- Demonstrate a firm commitment to the promotion of anti-discriminatory practice.
- Assessment writing skills.
- Ability to travel.

Experienced Social Workers will:

- Demonstrate the confidence to collaborate on equal terms with other professionals and senior officers as required.
- Communicate skilfully and competently in complex or high-risk situations.
- Demonstrate professional leadership qualities with the appropriate use of authority and challenge.

Desirable Criteria

- Where not advertised as an AMHP post, to be willing to work towards becoming one.
- Evidence of experience of undertaking Mental Capacity Act assessments and attending Best Interest case conferences.
- Recent experience working with people who have complex needs, including working within the Mental Health Act for people with mental illness.
- Experience of working in a joint health and social care setting.

Language and Communication Skills

Click on the link What level are you?

Welsh	**Spoken Level 2**	**Written level 2**
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 **Adult Workforce**

Section C – Does the post require 3 yearly DBS renewals or registration with the DBS online update service? **Yes**

JUSTIFICATION

This post has direct contacts with vulnerable adults on a day to day basis.

ANY OTHER INFORMATION

The post holder will be expected to adopt a flexible attitude to duties which may have to be varied subject to the needs of the service and in keeping with the general profile of the post. Precise duties would be determined by the operational service setting and client base.

Experienced Social Workers

A career progression pathway for social workers who wish to remain in practice, as opposed to management, has been developed and is open to all social workers who believe they meet the criteria.

Social Workers will need to have completed their consolidation programme or have been qualified prior to the implementation of the programme and have a minimum of 3 years post qualifying experience before applying for Experienced Social Worker progression.

Where you believe you meet the criteria of an Experienced Social Worker, you will need to demonstrate this by providing a supporting statement (no more than 2 A4 sides) which sets out how you meet the requirements.