

Come and join the team!

ADVERT

ROLE TITLE: Building Strong Families Family Support Worker

ADVERT TEXT: An exciting opportunity for a full time position to work as part of a small team who provide and facilitate preventative services and/or early intervention and support to children, young people and families and reduce their need for support from statutory services.

POST ID: CPP 84

LOCATION: County Hall, Usk.

GRADE: BAND E (SCP 14-18) - £25409.00 - £27344.00

HOURS: 37 hours per week.

TEMPORARY: Families First funded until 31st March 2024. (We encourage applicants to contact us if they have questions about the long term opportunity for funding as this scenario can change/improve very quickly).

DBS CHECK: Yes (Disclosure & Barring Service Check)

CLOSING DATE: 12 noon on 12th May 2023

Additional Information

Please note that we are not able to accept CVs

To apply for this post please complete the online application form which can be found on the following page:

<https://www.monmouthshire.gov.uk/jobs-employment/>

Applications may be submitted in Welsh, and that an application submitted in Welsh will not be treated less favourably than an application submitted in English.

All posts are open to job-share unless stated otherwise.

Monmouthshire County Council is:-

- an equal opportunities employer and welcomes applications from all sections of the community.
- a disability confident committed employer.
- an Armed Forces friendly employer.
- Autism aware and committed to removing barriers to employment
- committed to supporting young people who leave our care to access new opportunities and gain experience.

ROLE PROFILE

ROLE TITLE:	Building Strong Families Family Support Worker
TEMPORARY:	Families First funded until 31st March 2024. (We encourage applicants to contact us if they have questions about the long term opportunity for funding as this scenario can change/improve very quickly).
POST ID:	CPP 84
GRADE:	Grade - BAND E (SCP 14-18) - £25409.00 - £27344.00
HOURS:	37 Per Week
WORK PATTERN:	Monday to Thursday 9am to 5pm Friday 9am to 4.30pm
LOCATION:	County Hall, Usk which may change in the future if the service location needs to relocate. Relocation or disturbance expenses will not be paid if this happens.

DISCLOSURE AND BARRING SERVICE (DBS) CHECK:

Appointment to this post is exempt from Rehabilitation of Offenders Act and is subject to the following DBS check: **Enhanced with Children Barred List Check.**

RESPONSIBLE TO: Tania hall (Building Strong Families Team Lead).

WELSH LANGUAGE ASSESSMENT: Welsh language skills are desirable.

Building Strong Families.....**Who are we?**

SAFEGUARDING:

Child and Adult Safeguarding are key priorities for the Council. We aim to support children and adults at risk to be as safe as they can and to fulfil their potential. All Council employees and volunteers are responsible for playing their part in the well-being, safety and protection of children and adults at risk. All employees and volunteers will be trained to the appropriate level of safeguarding and have a duty to fulfil their personal responsibilities for safeguarding.

Our Purpose:-

The team provides and facilitates preventative services and/or early intervention and support to children, young people and families in order to reduce their need for support from statutory services.

The Purpose of this Role:-

To provide support and a bespoke intervention to children , young people and families to help prevent families from requiring support from statutory services.

Expectation and Outcomes of this Role:-

You will be expected to work as part of a small team working with children, young people and families to deliver strength-based, time-limited programmes of intervention in a timely way.

Your responsibilities are to:-

- To identify, develop and provide individualised packages of care that meet the assessed needs of children, young people and their families or carers.
- Complete assessments with children, young people and their families/carers to inform what support is required.
- Following assessment, determine the most appropriate way to support young people and their families – be that through signposting to other services and/or providing tailored intervention programmes.
- Work closely with the statutory teams to identify families who would benefit being stepped down to Building Strong Families 12 week intervention as an exit strategy by the Social Worker.
- To liaise effectively with other professionals and colleagues in the statutory and voluntary sector.
- To attend monthly Multi Agency Meetings at Secondary Schools in Monmouthshire.
- As appropriate, organise, co-ordinate, chair and/or attend Team around the Family (TAF) panels, Network Meetings and other Multi-disciplinary Meetings.
- Deliver structured interventions (either to individuals and/or groups) to support young people and their families, in accordance with their assessed needs which could include:
 - Parenting programmes
 - Resilience and self-esteem
 - Educational support and school attendance
 - Diversion from criminal justice system, anti-social behaviour
 - Restorative justice
 - Community based issues
 - Domestic abuse contexts
- To work in partnership with children, young people, parents and carers and actively encourage children and young people to participate fully in all decision making processes which affect them.
- To work in an integrated way with other service providers to meet the needs of individuals and families.
- To assist in the process of re-integrating children and young people educationally, socially and recreationally.

- To encourage children/young people, their families and carers to explore and evaluate the options available to them in the community.
- To maintain records of work undertaken.
- To participate in the monitoring, evaluation and review of work programmes.
- To occasionally work outside of the normal working hours to meet the needs of the family.
- Conform to Monmouthshire County Council's Equal Opportunities Policy and Health, Safety and Welfare policies and guidelines
- To ensure all activities are carried out in line with the Council's Health and Safety Policy and where necessary Risk Assessments are undertaken.
- To carry out any duties and responsibilities required under the Data Protection Act(s) 1984 and 1998, in particular, to take reasonable care that no unauthorised loss or disclosure of personal data occurs.
- To work in collaboration with the Designated Officer for Safeguarding/Child Protection in the following way: To ensure that all staff are aware of the LA policy on Safeguarding and Child Protection and that all policies and practices are in line with the Wales Safeguarding Procedures. To make referrals to Children's Services in the event of a disclosure and/or concern that a child/young person is 'in need' or at risk of significant harm. To maintain accurate, confidential and up to date documentation on all cases of safeguarding and child protection.

Here's what we can provide you with:-

- High quality support and supervision
- Opportunities for training and development to develop as a practitioner
- Opportunities to practice creatively
- The chance to work as part of an exciting, developing service and make a real difference to the lives and life chances of children and families in Monmouthshire

What else you need to know.....Our Values:

Our purpose is underpinned by a clear sense of who we are as an organisation. We expect people who work with us to share a strong value set and expect that these are evident in the ways in which we work and engage with our communities.

Teamwork: We will work with you and our partners to support and inspire everyone to get involved. We will make the best of the ideas, and resources available to make sure we do the things that most positively impact our people and places.

Openness: We are open and honest. People have the chance to be involved and tell us what matters.

- Flexibility: We are flexible, enabling delivery of the most effective and efficient services. This means a genuine commitment to working with everyone to embrace new ways of working.
- Fairness: We provide opportunities for people and communities to thrive. We will always try to treat everyone fairly and consistently.
- Kindness: We will show kindness to all those we work with, putting the importance of relationships and the connections we have with one another at the heart of all interactions.

This role will work with Monmouthshire to achieve these.

In addition:

All employees are responsible for ensuring that they act at all times in a way that is consistent with Monmouthshire's Equal Opportunities Policy in their own area of responsibility and in their general conduct.

The authority operates a Smoke Free Workplace Policy which all employees are required to abide to.

Person Specification

How will we know if you are the right person for the role? As the successful candidate you will have demonstrated:-

REQUIREMENTS	WEIGHTING HIGH/MEDIUM/LOW	HOW TESTED
1. EDUCATION/QUALIFICATION/ KNOWLEDGE		
• BTEC Health and Social Care or NVQ Level 3 or equivalent or willingness to undertake further training.	Desirable	Application Form
• A good working knowledge of relevant policies and legislation, in particular the Wales Safeguarding Procedures and Social Services and Well-being Wales Act (2014).	Essential	Application Form Interview
• A knowledge and understanding of factors relating to social exclusion of families	Essential	Application Form Interview
• A knowledge and understanding of Families First and Team Around the Family objectives	Essential	Application Form Interview
2. EXPERIENCE		
• Experience of working within a multi-disciplinary setting	Essential	Application Form /Interview
• Experience of working with children, young people and families who are facing difficulties	Essential	Application Form / Interview
• Ability to maintain and update clear and concise records	Essential	Interview Application Form
• Ability to formulate methods of intervention in order to engage, motivate and support families in achieving behaviour change	Essential	Interview
• Ability to prioritise work and make decisions within own level	Essential	Interview

of authority - Contribute to the development of service delivery - Ability to build and maintain working links/relationships with other agencies/professionals	Essential Essential	Interview Interview
3. COMMUNICATION / INTERPERSONAL SKILLS		
- Ability to effectively communicate with children, young people and families - Ability to produce clear reports evidencing clear written skills - Ability to communicate effectively with other agencies/professionals	Essential Essential Essential	Interview Interview / Application Form Interview Application Form
4. APTITUDE AND SKILLS		
- Ability to work as a team member - Ability to carry out assessments and identify and carry out appropriate programmes of intervention - To display commitment and enthusiasm in relation to achieving positive outcomes for children, young people, their families and communities - To display an understanding of and ability to work within the council's policies and professional boundaries including child protection and confidentiality - To be computer literate and to demonstrate a willingness to learn new skills - Ability to keep accounts and concise case records in paper form and electronically	Essential Essential Essential Essential Essential Essential Essential	Interview Application Form Interview Interview Application Form/ Interview Application Form Application Form Application Form

• A full / current driving licence • To be committed to professional development and supervision and appraisal process		Interview
5. EQUAL OPPORTUNITIES		
Willing to abide by the Council's Equal Opportunities Policy, including undertaking appropriate equality awareness training	Essential	Interview
6. SPECIAL CIRCUMSTANCES		
Appointment to this post will be subject to an Enhanced Disclosure Check with the Criminal Records Bureau	Essential	

**Should you require any further information regarding this post, please contact:
Tania Hall, Building Strong Families Team Leader, Tel: 07855977637**

Closing Date: 12 Noon on 12th May 2023

WELSH LANGUAGE SKILLS FRAMEWORK

LEVEL 1			
Can understand basic everyday phrases if the speaker talks slowly and clearly and is willing to help. Can introduce yourself and others and can ask and answer questions regarding basic information, e.g. individual asking to see someone, where is the xxx meeting, toilet etc. Can transfer phone calls pass on a simple message or make a straightforward request, e.g. via e-mail.			
UNDERSTANDING	SPEAKING	READING	WRITING
➤ Can understand simple questions: where is the xxx meeting, where is the toilet, who is the person they wish to see. Can understand who to transfer a phone call to etc,	➤ Can pronounce place names and personal names correctly. ➤ Can greet individuals face to face or over the phone ➤ Can open and close a conversation or open and close a meeting.	➤ Can read short sentence, e.g. basic signs, simple instructions, agenda items, simple information on forms	➤ Can open and close an e-mail or letter ➤ Can write personal names, place names, job titles ➤ Can write a simple message to a colleague on paper or e-mail, e.g. such and such has called.
LEVEL 2			
Can understand sentences when people talk about everyday situations, e.g. simple personal and family information. Can hold a basic conversation with someone to obtain or exchange straightforward information, e.g. discuss how a person is feeling; something which has happened; simple plan for the future. Can write and read messages in letters or e-mails describing familiar issues and written in short sentences.			
UNDERSTANDING	SPEAKING	READING	WRITING
➤ Can understand when people speak slowly about everyday situations, e.g. providing personal information, talking about what they have been doing, what they would like to do, how they feel general ➤ Can understand when people ask you do something	➤ Can communicate simple information or ask common questions, e.g. to acquire information from an individual ➤ Can use Welsh to get to and emphasise with the individual but not able to conduct the entire conversation or session in Welsh ➤ Can hold a short conversation with an individual or exchange relatively straightforward information ➤ Can contribute to a meeting, but need to revert to English for specialist terms.	➤ Can read short message and certain letters or e-mails, e.g. those which make a request or ask you to pass on a message	➤ Can write a short message to a colleague asking a question, thanking her/him, explaining something, e.g. time and place of a meeting ➤ Can write a short letter or e-mail to arrange an appointment
LEVEL 3			
Can understand the main points when an individual or colleague is talking about familiar subjects, e.g. during a conversation or small group meeting. Can hold extended conversations with fluent speakers about familiar subjects involving everyday work. Can describe experiences and events and provide concise explanations and reasons for opinions and plans. Can read articles, letters or e-mails about general subjects. Can write letters or e-mails about most subjects, e.g. requesting something; providing information; inviting somebody or organising an event.			

UNDERSTANDING	SPEAKING	READING	WRITING
➤ Can understand individuals and colleagues when exchanging information or discussing plans, if the subject is familiar. ➤ Can understand a discussion at a meeting if the subject is familiar. ➤ Can understand individuals and colleagues in a familiar situation or in everyday conversation.	➤ Can take part in most conversations with colleagues about work and plans if the vocabulary is not too technical. ➤ Can hold a conversation with an individual or exchanging relatively straightforward information. ➤ Can contribute to a meeting but need to revert to English for specialist terms. ➤ Can adapt the style of language to suit the audience.	➤ Can understand most e-mail messages or letters concerning day to day work. ➤ Can guess the meaning of a word based on context if the subject is familiar. ➤ Can read a simple, straightforward article in a newspaper or magazine types of written material.	➤ Can write a letter or e-mail to an individual, or colleague about most topics in order to request something; provide an explanation; describe an experience or situation; invite people or organise an event. ➤ Can write relatively accurately when drafting a short information leaflet or poster in Welsh as required.
LEVEL 4			
<i>Can usually follow most conversations or discussions, even on unfamiliar topics, Can talk confidently with fluent speakers about familiar subjects relating to work, and can express an opinion, take part in discussion, and talk extensively about general topics, e.g. in meetings or one-to-one situations with individuals. Can understand most correspondence, newspaper articles and reports intended for fluent speakers with the aid of Welsh language resources and can scan long texts to find details. Can complete forms and write reports relating to work and respond accurately.</i>			
UNDERSTANDING	SPEAKING	READING	WRITING
➤ Can follow most conversations and discussions with individuals or colleagues even if the subject matter is unfamiliar.	➤ Can contribute effectively to internal and external meetings in a work context. ➤ Can converse comfortably with individuals and exchange information as required. ➤ Can argue for and against a specific case. ➤ Can chair meetings and answer questions from the chair confidently.	➤ Can read most correspondence and scan long texts to find details. ➤ Can understand most newspaper articles and reports with the aid of a dictionary. ➤ Can understand texts, unless written in a very formal or colloquial form.	➤ Can produce correspondence of all types, short reports, documents and literature with support of Welsh language translation aids eg. Cysgeir, cysill.
LEVEL 5			
<i>Can understand everything that is being said. Can talk extensively about complex issues, presenting difficult information and can facilitate and summarise extended or complex discussions. Can summarise information from different sources (orally and in writing) and present it in a coherent way. Can express themselves spontaneously, fluently and in detail, adapting the language to suit the audience.</i>			
UNDERSTANDING	SPEAKING	READING	WRITING
➤ Can follow all conversations and discussions with individuals or colleagues. ➤ Can understand the ambiguity and nuance of language.	➤ Can express yourself fully in detail, even when discussing complex issues. ➤ Can adapt the style and register of your language to suit the audience.	➤ Can read and understand almost all written texts without difficulty, referring to a dictionary occasionally. ➤ Can read long texts to find relevant details and can understand most types of written material.	➤ Can write reports in a clear style appropriate to the reader with the support of electronic language aids. ➤ Can write formal or informal Welsh as required. ➤ Can write a range of documents accurately and with confidence.



Dewch i ymuno gyda'r tîm!

HYSBYSEB

TEITL SWYDD: Gweithiwr Adeiladu Teuluoedd Cryf Cymorth i Deuluoedd

GEIRIAD HYSBYSEB: Cyfle cyffrous ar gyfer swydd lawn-amser i weithio fel rhan o dîm bach sy'n darparu a hwyluso gwasanaethau ataliol a/neu ymyriad a chymorth cynnar i blant, pobl ifanc a theuluoedd a gostwng eu hangen am gymorth gan y gwasanaethau statudol.

CYFEIRNOD Y SWYDD: CPP 84

LLEOLIAD: Neuadd y Sir, Brynbuga

GRADD: BAND E (SCP 14-18) - £25409.00 - £27344.00

ORIAU: 37 awr yr wythnos.

DROS DRO: Caiff Teuluoedd yn Gyntaf ei gyllido tan 31 Mawrth 2004. (Rydym yn annog ymgeiswyr i gysylltu â ni os oes ganddynt gwestiynau am y cyfle hirdymor ar gyfer cyllid gan y gall y sefyllfa newid/gwella yn gyflym iawn).

GWIRIAD DBS: Oes (Gwiriad Datgelu a Gwahardd)

DYDDIAD CAU: 12pm ar 12 Mai 2023

Gwybodaeth Ychwanegol

Gofynnir i chi nodi na allwn dderbyn CV

Er mwyn gwneud cais am y rôl hon, cwblhewch y ffurflen gais ar-lein sydd ar gael ar y dudalen ganlynol:

<https://www.monmouthshire.gov.uk/jobs-employment/>

Mae modd cyflwyno ceisiadau yn y Gymraeg, ac ni fydd cais a gyflwynir yn y Gymraeg yn cael ei drin yn llai ffafriol na chais a gyflwynir yn Saesneg,

Mae modd rhannu'r holl swyddi os na nodir fel arall.

Mae Cyngor Sir Fynwy yn:-

- cyflogwr cyfle cyfartal ac yn croesawu ceisiadau gan bob rhan o'r gymuned .
- cyflogwr sydd wedi ymrwymo i fod yn hyderus o ran anabledd
- cyflogwr sydd yn gyfeillgar i'r Lluoedd Arfog
- ymwybodol o Awtistiaeth ac wedi ymrwymo i ddileu unrhyw rwystrau at gyflogaeth
- ymrwymo i gefnogi pobl ifanc sydd yn gadael ein gofal i gael cyfleoedd newydd a phrofiad.



PROFFIL Y SWYDD

TEITL Y SWYDD:	Gweithiwr Adeiladu Teuluoedd Cryf Cymorth i Deuluoedd
DROS DRO:	Caiff Teuluoedd yn Gyntaf ei gyllido tan 31 Mawrth 2004. (Rydym yn annog ymgeiswyr i gysylltu â ni os oes ganddynt gwestiynau am y cyfle hirdymor ar gyfer cyllid gan y gall y sefyllfa newid/gwella yn gyflym iawn).
CYFEIRNOD Y SWYDD:	CPP 84
GRADD:	BAND E (SCP 14-18) - £25409.00 - £27344.00
ORIAU:	37 awr yr wythnos.
PATRWM GWAITH:	Dyddiau Llun i ddyddiau Iau 9am i 5pm dyddiau Gwener 9am i 4.30pm
LLEOLIAD:	Neuadd y Sir, Brynbuga a all newid yn y dyfodol os oes angen i leoliad y gwasanaeth newydd. Ni fyddir yn talu treuliau adleoli neu ymyrryd os yw hyn yn digwydd.

GWIRIAD GAN Y GWASANAETH DATGELU A GWAHARDD (DBS):

Bydd apwyntiad i'r rôl hon wedi ei eithrio o'r Ddeddf Adsefydlu Troseddwyr ac yn amodol ar y gwiriad DBS canlynol. **Rhestr Estynedig Gwahardd Gweithio gyda Phlant).**

YN ATEBOL I: Tania Hall (Arweinydd Tîm Adeiladu Teuluoedd Cryf)

ASESIAD O'R GYMRAEG: Byddai sgiliau yn y Gymraeg yn ddymunol.

Adeiladu Teuluoedd Cryf ... **Pwy ydyn ni?**

DIOGELU:

Mae Diogelu ac Amddiffyn Plant ac Oedolion yn flaenoriaethau allweddol i'r Cyngor. Ein nod yw cefnogi plant ac oedolion sydd mewn risg i fod mor ddiogel ag y gallant ac i gyflawni eu potensial. Mae holl weithwyr a gwirfoddolwyr y Cyngor yn gyfrifol am chwarae rhan yng ngwaith lles, diogelu ac amddiffyn plant ac oedolion sydd mewn risg. Bydd yr holl weithwyr a gwirfoddolwyr yn cael eu hyfforddi i'r lefel briodol o ddiogelu ac mae ganddynt ddyletswydd i gyflawni eu cyfrifoldebau personol dros ddiogelu.

Ein Diben:-

Mae'r tîm yn darparu ac yn hwyluso gwasanaethau ataliol a/neu ymyriad a chymorth cynnar ar gyfer plant, pobl ifanc a theuluoedd er mwyn gostwng eu hangen am gymorth o wasanaethau statudol.

Pwrrpas y swydd:-

Darparu cymorth ac ymyriad pwrpasol ar gyfer plant, pobl ifanc a theuluoedd i helpu atal teuluoedd rhag bod angen cymorth gan wasanaethau statudol.

Disgwyliadau a Chanlyniadau y Swydd:-

Disgwylir i chi weithio fel rhan o dîm bach yn gweithio gyda phlant, pobl ifanc a theuluoedd i ddarparu rhaglen seiliedig ar nerth am gyfnod penodol o ymyriad mewn ffordd amserol.

Eich cyfrifoldebau yw:

- Dynodi, datblygu a hyrwyddo pecynnau unigol o ofal sy'n ateb yr anghenion a aseswyd ar gyfer plant, pobl ifanc a'u teuluoedd neu ofalwyr.
- Cwblhau asesiadau gyda phlant, pobl ifanc a'u teuluoedd/gofalwyr i lywio pa gymorth sydd ei angen.
- Yn dilyn asesiad, penderfynu ar y ffordd fwyaf priodol i gefnogi pobl ifanc a'u teuluoedd – bydded hynny drwy gyfeirio at wasanaethau eraill a/neu ddarparu rhaglenni ymyriad wedi eu teilwra.
- Gweithio'n agos gyda'r timau statudol i ddynodi teuluoedd a fyddai'n manteisio o gael eu camu lawr i ymyriad 12 wythnos Adeiladu Teuluoedd Cryf fel strategaeth gadael gan y Gweithiwr Cymdeithasol.
- Cydlynu'n effeithiol gyda gweithwyr proffesiynol a chydweithwyr eraill yn y sector statudol a gwirfoddol.
- Mynychu cyfarfodydd aml-asiantaeth misol mewn ysgolion uwchradd yn Sir Fynwy.
- Fel sy'n briodol, trefnu, cydlynu, cadeirio a/neu fynychu paneli Tîm o Amgylch y Teulu, cyfarfodydd rhwydwaith a chyfarfodydd aml-ddisgyblaeth eraill.
- Darparu ymyriadau wedi eu strwythuro (naill ai i unigolion a/neu grwpiau) i gefnogi pobl ifanc a'u teuluoedd, yn unol gyda'r anghenion a aseswyd ar eu cyfer a allai gynnwys:
 - Rhaglenni rhianta
 - Cydnerthedd a hunan-dyb
 - Cymorth addysgol a phresenoldeb yn yr ysgol
 - Dargyfeirio o'r system cyfiawnder troseddol, ymddygiad gwrthgymdeithasol
 - Cyfiawnder adferol
 - Problemau seiliedig yn y gymuned
 - Cyd-destun cam-drin domestig
- Gweithio mewn partneriaeth gyda phlant, pobl ifanc, rhieni a gofalwyr a bod yn rhagweithiol wrth annog plant a phobl ifanc i gymryd rhan lawn ym mhob proses penderfynu sy'n effeithio arnynt.

- Gweithio mewn ffordd integredig gyda darparwyr gwasanaeth eraill i ddiwallu anghenion unigolion a theuluoedd.
- Cynorthwyo gyda'r broses o ailintegreiddio plant a phobl ifanc yn addysgol, cymdeithasol ac mewn hamdden.
- Annog plant a phobl ifanc, eu teuluoedd a'u gofalgwyr i ymchwilio a gwerthuso'r opsiynau sydd ar gael iddynt yn y gymuned.
- Cadw cofnodion o'r gwaith a wnaethpwyd.
- Cymryd rhan wrth fonitro, gwerthuso ac adolygu rhaglenni gwaith.
- Gweithio'n achlysurol tu allan i'r oriau gwaith arferol i ddiwallu anghenion y teulu.
- Cydymffurfio gyda pholisi Cyfle Cyfartal a pholisïau a chanllawiau Iechyd, Diogelwch a Llesiant Cyngor Sir Fynwy.
- Sicrhau y caiff pob gweithgaredd eu cyflawni yn unol â pholisi'r cyngor ar iechyd a Diogelwch ac y cynhelir asesiadau risg lle mae angen.
- Cynnal unrhyw ddyletswyddau a chyfrifoldebau sydd eu hangen dan Ddeddfau Diogelu Data 1984 a 1998 ac yn neilltuo i gymryd gofal rhesymol na chaiff unrhyw ddata personol ei golli neu ei ddatgelu heb fod awdurdodiad.
- Cydweithio gyda Swyddog Dynodedig Diogelu/Amddiffyn Plant yn y ffordd ddilynol: Sicrhau fod yr holl staff yn gwybod am bolisi'r Awdurdod Lleol ar Ddiogelu ac Amddiffyn Plant a bod pob polisi ac ymarfer yn gydnaws gyda Gweithdrefnau Diogelu Cymru. Gwneud atgyfeiriadau i Gwasanaethau Plant pe byddai datgeliad a/neu bryder fod plentyn/person ifanc 'mewn angen' neu mewn risg o niwed sylweddol. Cadw dogfennau cywir, cyfrinachol a chyfredol ar bob achos o ddiogelu ac amddiffyn plant.

Dyma'r hyn y gallwn ei gynnig i chi:-

- Cymorth a goruchwyliaeth ansawdd uchel
- Cyfleoedd ar gyfer hyfforddiant a datblygu fel ymarferydd
- Cyfleoedd i ymarfer yn greadigol
- Cyfle i weithio fel rhan o wasanaeth cyffrous sy'n datblygu a gwneud gwahaniaeth go iawn i fywydau a chyfleoedd bywyd plant a theuluoedd yn Sir Fynwy.

Beth arall sydd angen i chi wybod.....Ein Gwerthoedd:

Caiff ein diben ei seilio ar ymdeimlad glir o bwy ydym fel sefydliad. Disgwylwn i'r bobl sy'n gweithio gyda ni i rannu set gref o werthoedd a disgwylwn y bydd y rhain yn amlwg yn y ffyrdd y gweithiwn ac yr ymgysylltw'n gyda'n cymunedau.

Gwaith tîm: Byddwn yn gweithio gyda chi a'ch partneriaid i gefnogi ac ysbrydoli pawb i gymryd rhan. Byddwn yn gwneud y gorau glas o'r syniadau a'r adnoddau sydd ar gael i sicrhau ein bod yn gwneud y

pethau sy'n cael yr effaith fwyaf cadarnhaol ar ein pobl a'n lleoedd.

Tryloywder: Rydym yn agored ac yn onest. Mae pobl yn cael cyfle i gymryd rhan a dweud wrthym beth sy'n bwysig.

Hyblygrwydd: Rydym yn hyblyg, gan alluogi darparu'r gwasanaethau mwyaf effeithlon ac effeithiol. Mae hyn yn golygu ymrwymiad gwirioneddol i weithio gyda phawb i groesawu ffyrdd newydd o weithio.

Tegwch: Rydym yn rhoi cyfleoedd i bobl a chymunedau i ffynnu. Byddwn bob amser yn ceisio trin pawb yn deg ac yn gyson.

Caredigrwydd: Byddwn yn dangos caredigrwydd i bawb y gweithiwn gyda nhw, gan roi pwysigrwydd perthynas a'r cysylltiadau sydd gennym gyda'n gilydd wrth galon pob rhyngweithio.

A bydd y rôl hon yn gweithio gyda Sir Fynwy er mwyn cyflawni hyn.

Yn ychwanegol at hyn:

Mae'r holl weithwyr yn gyfrifol am sicrhau eu bod yn gweithredu bob amser mewn ffordd sy'n gydnaws â Pholisi Cyfle Cyfartal Sir Fynwy yn eu meysydd o gyfrifoldeb ac fel rhan o'u hymddygiad cyffredinol.

Mae Cyngor Sir Fynwy yn gweithredu polisi Dim Ymysgu yn y Gweithle ac mae disgwyl i'r holl weithwyr i gydymffurfio gyda hyn.



Manyleb Person

**Sut fyddwn ni yn gwybod os mai chi yw'r person cywir ar gyfer y swydd hon?
Fel yr ymgeisydd llwyddiannus, byddwch wedi arddangos y canlynol:-**

GOFYNION	PWYSIAD UCHEL/CANOLIG/ISEL	SUT Y PROFIR
1. ADDYSG/CYMWYSTERAU/ GWYBODAETH		
BTEC Iechyd a Gofal Cymdeithasol neu NVQ Lefel 3 neu gyfwerth neu barodrwydd i ymgymryd â hyfforddiant pellach.	Dymunol	Ffurflen Gais
Gwybodaeth waith dda o bolisiau a deddfwriaeth perthnasol, yn arbennig Weithdrefnau Diogelu Cymru a Deddf Gwasanaethau Cymdeithasol a Llesiant Cymru (2014).	Hanfodol	Ffurflen Gais Cyfweliad
Gwybodaeth a dealltwriaeth o ffactorau yn ymwneud ag allgau cymdeithasol ar deuluoedd.	Hanfodol	Ffurflen Gais Cyfweliad
Gwybodaeth a dealltwriaeth o amcanion Teuluoedd yn Gyntaf a Thîm o Amgylch y Teulu.	Hanfodol	Ffurflen Gais Cyfweliad
2. PROFIAD		
Profiad o weithio mewn lleoliad aml-ddisgyblaeth	Hanfodol	Ffurflen Gais/ Cyfweliad
Profiad o weithio gyda phlant, pobl ifanc a theuluoedd sy'n wynebu anawsterau	Hanfodol	Ffurflen Gais/ Cyfweliad
Gallu i gynnal a diweddarau cofnodion clir a chryno	Hanfodol	Cyfweliad Ffurflen Gais
Gallu i ffurfio dulliau ymyriad er mwyn ymgysylltu, cymell a chefnogi teuluoedd mewn sicrhau newid ymddygiad	Hanfodol	Cyfweliad
Gallu i flaenoriaethu gwaith a gwneud penderfyniadau o fewn eich lefel awdurdod eich hun	Hanfodol	Cyfweliad

• Cyfrannu at ddatblygu darpariaeth gwasanaeth	Hanfodol	Cyfweliad
• Gallu i adeiladu a chynnal cysylltiadau gwaith/perthynas gydag asiantaethau/gweithwyr proffesiynol eraill	Hanfodol	Cyfweliad
3. SGILIAU CYFATHREBU/RHYNG-BERSONOL		
• Gallu i gyfathrebu'n effeithiol gyda phlant, pobl ifanc a theuluoedd	Hanfodol	Cyfweliad
• Gallu i gynhyrchu adroddiadau clir gan ddangos sgiliau ysgrifennu clir	Hanfodol	Cyfweliad/ Ffurflen Gais
• Gallu i gyfathrebu'n effeithiol gydag asiantaethau/gweithwyr proffesiynol eraill	Hanfodol	Cyfweliad/ Ffurflen Gais
4. DONIAU A SGILIAU		
• Gallu i weithio fel aelod o dîm	Hanfodol	Cyfweliad Ffurflen Gais
• Gallu i gynnal asesiadau a dynodi a chyflawni rhaglenni priodol o ymyriad	Hanfodol	Cyfweliad
• Arddangos ymroddiad a brwdfrydedd yng nghyswllt sicrhau deilliannau cadarnhaol ar gyfer plant, pobl ifanc, eu teuluoedd a'u cymunedau	Hanfodol	Cyfweliad
• Dangos dealltwriaeth a gallu i weithio o fewn polisïau a ffiniau proffesiynol y cyngor yn cynnwys amddiffyn plant a chyfrinachedd	Hanfodol	Ffurflen Gais/ Cyfweliad
• Bod yn hyddysg gyda chyfrifiaduron a dangos parodrwydd i ddysgu sgiliau newydd	Hanfodol	Ffurflen Gais
• Gallu i gadw cyfrifon a chofnodion achos cryno ar ffurf papur ac yn electronig	Hanfodol	Ffurflen Gais

• Trwydded yrru lawn/gyfredol	Hanfodol	Ffurflen Gais
• Ymroddiad i ddatblygiad proffesiynol a phroses goruchwyllo a gwerthuso	Hanfodol	Cyfweliad
5. CYFLE CYFARTAL		
Parod i gydymffurfio gyda pholisi'r Cyngor ar Gyfle Cyfartal, yn cynnwys dilyn hyfforddiant priodol mewn ymwybyddiaeth o gydraddoldeb	Hanfodol	Cyfweliad
6. AMGYLCHIADAU ARBENNIG		
Bydd penodiad i'r swydd hon yn dibynnu ar Wiriad Datgelu Estynedig gyda'r Gwasanaeth Datgelu a Gwahardd.	Hanfodol	

Os ydych angen mwy o wybodaeth am y swydd hon cysylltwch â: Tania Hall, Arweinydd Tîm Adeiladu Teuluoedd Cryf, Ffôn: 07855977637

Dyddiad Cau: 12 canol-dydd 12 Mai 2023

FFRAMWAITH SGILIAU YN Y GYMRAEG

LEFEL 1

Gall ddeall ymadroddion sylfaenol bob dydd os yw'r siaradwr yn siarad yn araf ac yn glir ac yn fodlon helpu. Gall gyflwyno ei hunan ac eraill a gall ofyn ac ateb cwestiynau am wybodaeth sylfaenol e.e. unigolyn yn gofyn am weld rhywun, ble mae cyfarfod xxx+, toiled ac yn y blaen. Gall drosglwyddo galwadau ffôn, cyfleu neges fer neu wneud cais syml e.e. drwy e-bost.

DEALL	SIARAD	DARLLEN	YSGRIFENNU
➤ Gall ddeall cwestiynau syml: lle mae cyfarfod xxx, pwy yw'r person y dymunant ei weld. Gall ddeall i bwy i drosglwyddo galwad ffôn ac yn y blaen.	➤ Gall ynganu enwau lleoedd ac enwau personol yn gywir. ➤ Gall gyfarch unigolion wyneb yn wyneb neu dros y ffôn. ➤ Gall agor a chau sgwrs neu agor a chau cyfarfod.	➤ Gall ddarllen brawddeg fer, e.e. arwyddion syml, cyfarwyddiadau syml, eitemau agenda, gwybodaeth syml ar ffurflenni.	➤ Gall agor a chau neges e-bost neu lythyr. ➤ Gall ysgrifennu enwau personol, enwau lleoedd, teitlau swyddi. ➤ Gall ysgrifennu neges syml i gydweithiwr ar bapur neu e-bost e.e. mae hwn a hon wedi galw.

LEFEL 2

Gall ddeall brawddegau pan mae pobl yn siarad am sefyllfaoedd bob dydd, e.e. gwybodaeth bersonol a theuluol syml. Gall gynnal sgwrs sylfaenol gyda rhywun i gael neu gyfnewid gwybodaeth syml, e.e. trafod sut mae person yn teimlo; rhywbeth a ddigwyddodd; cynllun syml ar gyfer y dyfodol. Gall ysgrifennu a deall negeseuon mewn llythyrau neu negeseuon e-bost yn disgrifio materion cyfarwydd ac ysgrifennu mewn brawddegau byr.

DEALL	SIARAD	DARLLEN	YSGRIFENNU
➤ Gall ddeall pan mae pobl yn siarad yn araf am sefyllfaoedd bob dydd e.e. rhoi gwybodaeth bersonol, siarad am beth fuont yn ei wneud, yr hyn yr hoffent ei wneud, sut y teimlant yn gyffredinol ➤ Gall ddeall pan mae pobl yn gofyn iddynt wneud rhywbeth	➤ Gall gyfathrebu gwybodaeth syml neu ofyn cwestiynau cyffredin, e.e. cael gwybodaeth gan unigolion. ➤ Gall ddefnyddio'r Gymraeg i gyrraedd a dangos empathi gydag unigolyn ond dim i gynnal yr holl sgwrs neu sesiwn yn y Gymraeg. ➤ Gall gynnal sgwrs fer gydag unigolyn neu gyfnewid gwybodaeth cymharol syml. ➤ Gall gyfrannu at gyfarfod ond bydd angen troi i'r Saesneg ar gyfer termau arbenigol.	➤ Gall ddarllen negeseuon byr a rhai llythyrau neu negeseuon e-bost, e.e. rhai sy'n gwneud cais neu'n gofyn am gyfleu neges	➤ Gall ysgrifennu neges fer at gydweithiwr yn gofyn cwestiwn, yn diolch iddo/iddi, esbonio rhywbeth e.e. amser a lle cyfarfod ➤ Gall ysgrifennu llythyr neu neges e-bost byr i drefnu apwyntiad

LEFEL 3

Gall ddeall y prif bwyntiau pan mae unigolyn neu gydweithiwr yn siarad am bynciau cyfarwydd e.e. yn ystod sgwrs neu gyfarfod grŵp bach. Gall gynnal sgysiau estynedig gyda siaradwyr rhugl am bynciau cyfarwydd yn ymwneud â gwaith bob dydd. Gall ddisgrifio profiadau a digwyddiadau a rhoi esboniadau am a rhesymau cryno am farnau a chynlluniau. Gall ddarllen erthyglau, llythyrau neu negeseuon e-bost am bynciau cyffredinol. Gall ysgrifennu llythyrau neu negeseuon e-bost am y rhan fwyaf o bynciau, e.e. yn gofyn am rywbeth; rhoi gwybodaeth; gwahodd rhywun neu drefnu digwyddiad.

DEALL	SIARAD	DARLLEN	YSGRIFENNU
➤ Gall ddeall unigolion a chydweithwyr wrth gyfnewid gwybodaeth neu drafod cynlluniau, os yw'r pwnc yn gyfarwydd. ➤ Gall ddeall trafodaeth mewn cyfarfod os yw'r pwnc yn gyfarwydd. ➤ Gall ddeall unigolion a chydweithwyr mewn sefyllfa gyfarwydd neu mewn sgwrs bob dydd.	➤ Gall gymryd rhan yn y rhan fwyaf o sgysiau gyda chydweithwyr am waith a chynlluniau os nad yw'r eirfa yn rhy dechnegol. ➤ Gall gynnal sgwrs gydag unigolyn neu gyfnewid gwybodaeth cymharol syml. ➤ Gall gyfrannu at gyfarfod ond gall fod angen troi i'r Saesneg am dermau arbenigol.	➤ Gall ddeall y rhan fwyaf o negeseuon e-bost neu lythyrau'n ymwneud â gwaith dydd i ddydd. ➤ Gall ddyfalu ystyr gair yn seiliedig ar gyddestun os yw'r pwnc yn gyfarwydd. ➤ Gall ddarllen erthygl syml a rhwydd mewn papurau newydd neu fathau o ddeunydd ysgrifenedig mewn cylchgrawn.	➤ Gall ysgrifennu llythyr neu neges e-bost at unigolyn neu gydweithiwr am y rhan fwyaf o bynciau er mwyn gofyn am rywbeth; rhoi esboniad; disgrifio profiad neu sefyllfa; gwahodd pobl neu drefnu digwyddiad.



➤ Gall addasu cywair iaith i weddu i'r gynulleidfa.

LEFEL 4

Gall fel arfer ddilyn y rhan fwyaf o sgysiau neu drafodaethau, hyd yn oed ar bynciau anghyfarwydd. Gall siarad yn hyderus gyda siaradwyr rhugl am bynciau cyfarwydd yn ymwneud â gwaith, a mynegi barn, cymryd rhan mewn trafodaeth a siarad yn helaeth am bynciau cyffredinol e.e. mewn cyfarfodydd neu sefyllfaoedd un-i-un gydag unigolion. Gall ddeall y rhan fwyaf o ohebiaeth, erthyglau papur newydd ac adroddiadau a fwriedir ar gyfer siaradwyr rhugl gyda chymorth adnoddau Cymraeg a gall fwrw golwg dros destunau hir i ganfod manylion. Gall lenwi ffurflenni ac ysgrifennu adroddiadau'n ymwneud â gwaith ac ymateb yn gywir.

DEALL	SIARAD	DARLLEN	YSGRIFENNU
➤ Gall ddilyn y rhan fwyaf o sgysiau a thrafodaethau gydag unigolion neu gydweithwyr hyd yn oed os yw'r deunydd pwnc yn anghyfarwydd.	➤ Gall gyfrannu'n effeithlon at gyfarfodydd mewnol ac allanol mewn cyd-destun gwaith. ➤ Gall sgwrsio'n gysurus gydag unigolion a chyfnewid gwybodaeth fel sydd angen. ➤ Gall ddadlau dros ac yn erbyn achos penodol. ➤ Gall gadeirio cyfarfodydd ac ateb cwestiynau o'r gadair yn hyderus.	➤ Gall ddarllen y rhan fwyaf ohebiaeth a bwrw golwg ar destunau hir i ganfod manylion. ➤ Gall ddeall y rhan fwyaf o erthyglau ac adroddiadau papur newydd gyda chymorth geiriadur. ➤ Gall ddeall testunau, os na ysgrifennwyd mewn dull ffurfiol iawn neu dafodieithol.	➤ Gall gynhyrchu gohebiaeth o bob math, adroddiadau byr, dogfennau a llenyddiaeth gyda chymorth offer cyfieithu Cymraeg e.e. Cysgair, Cysill.

LEFEL 5

Gall ddeall popeth a gaiff ei ddweud. Gall siarad yn helaeth am faterion cymhleth, gan gyflwyno gwybodaeth anodd a gall hwyluso a chrynhai trafodaethau estynedig neu gymhleth. Gall grynhoi gwybodaeth o wahanol ffynonellau (yn llafar ac yn ysgrifenedig) a'i chyflwyno mewn modd cydlynus. Gall fynegi ei hunan yn fyrfyr, rhugl ac yn fanwl, gan addasu'r iaith i weddu i'r gynulleidfa.

DEALL	SIARAD	DARLLEN	YSGRIFENNU
➤ Gall ddilyn pob sgwrs a thrafodaeth gydag unigolion neu gydweithwyr. ➤ Gall ddeall amwysedd a naws iaith.	➤ Gall fynegi ei hunan yn fanwl, hyd yn oed wrth drafod materion cymhleth ➤ Gall addasu arddull a chywair yr iaith i weddu i'r gynulleidfa.	➤ Gall ddarllen a deall bron bob testun ysgrifenedig heb anhawster, gan ddefnyddio geiriadur yn achlysurol. ➤ Gall ddarllen testunau hir i ganfod manylion perthnasol a gall ddeall y rhan fwyaf o fathau o ddeunydd ysgrifenedig.	➤ Gall ysgrifennu adroddiadau mewn arddull glir addas i'r darlennydd gyda chefnogaeth offer cymorth iaith electronig. ➤ Gall ysgrifennu Cymraeg ffurfiol neu anffurfiol yn ôl yr angen. ➤ Gall ysgrifennu ystod o ddogfennau yn gywir ac yn hyderus.