ROLE ADVERT

ROLE TITLE: **Social Worker – Duty, Assessment & Early Help, Children's Services**
Permanent

POST ID: **SCS272**

GRADE: BAND I SCP 37 – SCP 41 £32,486 – £36,379 per annum

HOURS: 37 hours per week

LOCATION: County Hall, Usk

WELSH LANGUAGE ASSESSMENT:
Welsh language skills are desirable but not essential

PURPOSE OF POST:
Manage a Children & Families caseload of various levels of complexity, involving the assessment, planning, implementation and evaluation of appropriate action, contributing to the effective application of resources to safeguard and promote the welfare of children and their families.

Should you require any further information regarding this post, please contact: Bobby Jacob, Team Manager, on Tel: 07971603120

Closing Date: 12 noon on Friday 5th January 2017
Please Note that we are not able to accept CV's

Application forms can be completed online or down loaded via:
http://www.monmouthshire.gov.uk/home/education/jobs-and-employment/how-to-apply-for-council-jobs/

Completed paper application forms should be returned to the following address:-
People Services, Monmouthshire County Council, PO BOX 106, CALDICOT, NP26 9AN

Appointment to this post is exempt from Rehabilitation of Offenders Act and is subject to an Enhanced Disclosure Check.

ROLE PROFILE

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RESPONSIBLE TO: Team Manager, Duty Assessment & Early Help

Children Services…..Who are we?

Our Purpose:-

Monmouthshire Children's Services are developing their services so that we are well placed to meet future challenges. We are continuing to build services that place the voice of children at the heart of what we do.
We want you to join us as we create and deliver an excellent service for children and families in Monmouthshire.

Our team works with families of children in need and those on the child protection register.

Expectation and Outcomes of this Role:-

Monmouthshire is looking for a range of practitioners who are committed to:

- Safeguarding children and young people
- Engaging children and families in quality direct work
- Making a real difference to the lives of children and families
- Working creatively and interactively with other agencies to provide effective and responsive services
- Shaping and developing systems to ensure we focus on what matters to families

<u>Key Responsibilities and Duties</u>

1. All functions allocated by the Team Manager, in respect of working with children, young people, their families and carers.

2. To possess a high quality of professional social work knowledge and skills.

3. To manage a caseload to include complex and diverse cases, involving assessments, reviews and the preparation of reports and court attendance, to effectively meet the needs of the client group.

4. To work in a flexible and imaginative way to provide support and advice for children, young people, their families and carers in accordance with the principles of the 1989 Children's Act.

5. To complete quality assessments of individuals and families; analysing strengths and risks.

6. To formulate plans to meet assessed needs and risks building on strengths of children, families and carers.

7. To implement agreed plans to safeguard children and to increase the capacity and resilience of their parents and/or carers.

8. To undertake office duty and respond to crises, as and when required.

9. To assist in developing the existing services for children, their families and carers and to help shape future services.

10. To work as part of a team and thereby contribute to the development of the service.

11. To supervise students, where appropriate.

12. To initiate and develop effective working relationships with foster carers as professionals.

13. To initiate and develop effective working relationships with partner agencies.

14. To develop own professional skills through supervision sessions and through undertaking appropriate training and development.

15. To maintain awareness of changes in legislation, related policies and practices and implement these within own professional practice.

16. To maintain accurate records, which are up-to-date.

17. To work in a flexible way, if the need arises, so that tasks not specifically covered in the job description are undertaken.

18. To maintain safe working practices for self and others, in accordance with the authority's policy statement on Health and Safety at Work.

19. To abide by the principles and practice of equality of opportunity as laid down in the Council's Equal Opportunities Policy.

Here's what we can provide you with:-

To enable you to achieve Monmouthshire will ensure that you have:

- Manageable workloads and quality supervision
- Opportunities to practice creatively
- Support to develop as a practitioner
- Opportunity to be part of a cohesive and vibrant team

What else you need to know…..Monmouthshire Values are:

Openness: We aspire to be open and honest to develop trusting relationships.

Fairness: We aspire to provide fair choice, opportunities and experiences and become an organisation built on mutual respect.

Flexibility: We aspire to be flexible in our thinking and action to become an effective and efficient organisation.

Teamwork: We aspire to work together to share our successes and failures by building on our strengths and supporting one another to achieve our goals.

And 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.

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		
1.1 Recognised Social Work Qualification	HIGH	APPLICATION FORM
1.2 Knowledge of current relevant legislative framework and national policy	HIGH	APPLICATION FORM / INTERVIEW
1.3 Evidence of commitment to continued professional development	HIGH	INTERVIEW
1.4 A working knowledge of child development and protection theories, including attachment theory and the needs of Looked After Children/Children in Need/children in the Child Protection system	HIGH	APPLICATION FORM / INTERVIEW
1.5 Understanding/knowledge of adoption, fostering, disability, and children and families issues as appropriate to work setting	HIGH	APPLICATION FORM / INTERVIEW
2. EXPERIENCE		
2.1 Relevant post qualifying experience of working within a statutory fieldwork team working with complex family situations	HIGH	APPLICATION FORM/ INTERVIEW
2.2 Working in partnership with other agencies and building effective working relationships	HIGH	APPLICATION FORM/ INTERVIEW
3. APTITUDE AND SKILLS		
3.1 Organisational skills including recording skills and use of I.T.	HIGH	INTERVIEW
3.2 Good assessment skills	HIGH	APPLICATION FORM / INTERVIEW
3.3 Able to demonstrate direct work skills with children, families and carers	HIGH	APPLICATION FORM / INTERVIEW
3.4 Effective negotiating and interpersonal skills including the ability to manage conflict	HIGH	APPLICATION FORM / INTERVIEW
3.5 Ability to prioritise and to work effectively on own initiative as well as within a team	HIGH	APPLICATION FORM / INTERVIEW
4. PERSONAL ATTRIBUTES		
4.1 Commitment to personal and professional development	HIGH	INTERVIEW
4.2 Possess a genuine commitment to the involvement of service users and carers	HIGH	INTERVIEW
4.3 Understand and respect the principles of confidentiality	HIGH	INTERVIEW
4.4 Enthusiastic	HIGH	INTERVIEW

4.5 Innovative and flexible	HIGH	APPLICATION FORM / INTERVIEW
5. EQUAL OPPORTUNITIES		
Able to demonstrate a commitment to equal opportunities principles and practice.	HIGH	APPLICATION FORM / INTERVIEW
6. SPECIAL CIRCUMSTANCES		
Current full driving license and access to a car	HIGH	APPLICATION FORM
Appointment to this post will be subject to an Enhanced Disclosure Check with the Criminal Records Bureau.	HIGH	APPLICATION FORM
Registered as a Social Worker with the Care Council for Wales	HIGH	APPLICATION FORM

HYSBYSEB RÔL

TEITL Y RÔL: Gweithiwr Cymdeithasol - Dyletswydd, Asesu a Help Cynnar, Gwasanaethau Plant
Parhaol

CYFEIRNOD SWYDD: **SCS272**

GRADD: BAND I SCP 37 – SCP 41£32,486 – £36,379 y flwyddyn

ORIAU: 37 awr yr wythnos

LLEOLIAD: Brynbuga.

ASESIAD O'R GYMRAEG:
Mae sgiliau yn y Gymraeg yn ddymunol ond nid yn hanfodol

DIBEN Y SWYDD: Trin llwyth achos Plant a Theuluoedd o wahanol lefelau o gymhlethdod, yn ymwneud ag asesu, cynllunio, gweithredu a gwerthuso camau gweithredu priodol, yn cyfrannu at ddefnyddio adnoddau'n effeithlon i ddiogelu a hyrwyddo llesiant plant a'u teuluoedd.

Os byddwch angen mwy o wybodaeth am y swydd hon, cysylltwch â Michael Bobby Jacob, Ffôn: 07971603120

Dyddiad cau: 05/01/2017

Dylid nodi na allwn dderbyn CVs.

Gellir llenwi ffurflenni cais ar-lein neu eu lawrlwytho drwy:
http://www.monmouthshire.gov.uk/home/education/jobs-and-employment/how-to-apply-for-council-jobs/

Ar ôl eu llenwi dylid dychwelyd ffurflenni cais papur i'r cyfeiriad dilynol:
Gwasanaethau Pobl, Cyngor Sir Fynwy, BLWCH SP 106,
CIL-Y-COED, NP26 9AN

Mae apwyntiad i'r swydd yma wedi ei eithrio o'r Ddeddf Adsefydlu Troseddwyr ac mae'n amodol ar Wiriad Datgeliad Estynedig.

monmouthshire
sir fynwy

PROFFIL RÔL

TEITL Y RÔL:	Gweithiwr Cymdeithasol - Dyletswydd, Asesu a Help Cynnar, Gwasanaethau Plant Parhaol
CYFEIRNOD SWYDD:	**SCS272**
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LLEOLIAD:	Brynbuga
CYFRIFOL I:	Rheolwr Tîm Cefnogi Teuluoedd

Gwasanaethau Plant ... Pwy ydym ni?

Ein Diben:-

Mae Gwasanaethau Plant Sir Fynwy yn datblygu eu gwasanaethau fel ein bod mewn sefyllfa dda i ateb heriau'r dyfodol. Rydym yn parhau i adeiladu gwasanaethau sy'n rhoi llais plant yng nghanol ein gwaith.

Rydym eisiau i chi ymuno â ni wrth i ni greu a darparu gwasanaeth ardderchog ar gyfer plant a theuluoedd yn Sir Fynwy.

Mae ein Tîm Cefnogi Teuluoedd yn gweithio gyda theuluoedd plant mewn angen a rhai ar y gofrestr amddiffyn plant.

Disgwyliad a Deilliannau'r Rôl:-

Mae Sir Fynwy yn edrych am ystod o ymarferwyr sydd ag ymrwymiad i
- Diogelu plant a phobl ifanc
- Ymgysylltu â phlant a theuluoedd mewn gwaith uniongyrchol ansawdd da
- Gwneud gwahaniaeth go iawn i fywydau plant a theuluoedd
- Gweithio'n greadigol ac yn rhyngweithiol gydag asiantaethau eraill i ddarparu gwasanaethau effeithlon ac ymatebol
- Llunio a datblygu systemau i sicrhau ein bod yn canolbwyntio ar yr hyn sy'n bwysig i deuluoedd

<u>Cyfrifoldebau a Dyletswyddau Allweddol</u>

20. Pob swyddogaeth a ddyrennir gan y Rheolwr Tîm yng nghyswllt gweithio gyda phlant, pobl ifanc, eu teuluoedd a gofalwyr.

21. Meddu ar ansawdd uchel o wybodaeth a sgiliau gwaith cymdeithasol proffesiynol.

22. Trin llwyth achos i gynnwys achosion cymhleth ac amrywiol yn cynnwys asesiadau, adolygiadau a pharatoi adroddiadau a mynychu llysoedd i ddiwallu anghenion y grŵp cleient yn effeithlon.

23. Gweithio mewn ffordd hyblyg a dychmygus i roi cefnogaeth a chyngor i blant, pobl ifanc, eu teuluoedd a gofalwyr yn unol ag egwyddorion Deddf Plant 1989.

24. Cwblhau asesiadau ansawdd o unigolion a theuluoedd, gan ddadansoddi cryfderau a risgiau.

25. Ffurfio cynlluniau i ddiwallu anghenion a risgiau a aseswyd gan adeiladu ar gryfderau plant, teuluoedd a gofalwyr.

26. Gweithredu cynlluniau a gytunwyd i ddiogelu plant a chynyddu galluedd a chadernid eu rhieni a/neu ofalwyr.

27. Ymgymryd â dyletswyddau swyddfa ac ymateb i argyfyngau, fel a phan fo angen.

28. Cynorthwyo gyda datblygu'r gwasanaethau presennol ar gyfer plant, eu teuluoedd a gofalwyr a helpu i lunio gwasanaethau'r dyfodol.

29. Gweithio fel rhan o dîm ac felly gyfrannu at ddatblygu'r gwasanaeth.

30. Goruchwylio myfyrwyr, lle'n briodol.

31. Sefydlu a datblygu perthynas waith effeithlon gyda gofalwyr maeth fel gweithwyr proffesiynol.

32. Sefydlu a datblygu perthynas waith effeithlon gydag asiantaethau partner.

33. Datblygu eich sgiliau proffesiynol eich hun drwy sesiynau goruchwylio a drwy wneud hyfforddiant a datblygu priodol.

34. Cadw ymwybyddiaeth o newidiadau mewn deddfwriaeth, polisïau ac arferion cysylltiedig a gweithredu hyn o fewn eich ymarfer proffesiynol eich hun.

35. Cynnal cofnodion cywir a chyfredol.

36. Gweithio mewn modd hyblyg, os yw'r angen yn codi, fel yr ymgymerir â thasgau nad ydynt wedi'u cynnwys yn benodol yn y disgrifiad swydd.

37. Cofrestru gyda Chyngor Gofal Cymru.

38. Cynnal arferion gwaith diogel ar gyfer eich hunan ac eraill, yn unol â datganiad polisi'r awdurdod ar iechyd a diogelwch yn y gwaith.

39. Cydymffurfio gydag egwyddorion ac ymarfer cyfle cyfartal fel y'i nodir ym Mholisi Cyfle Cyfartal y Cyngor.

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

I'ch galluogi i gyflawni, bydd Sir Fynwy yn sicrhau fod gennych:

- Llwyth gwaith hylaw a goruchwyliaeth ansawdd da
- Cyfleoedd i ymarfer yn greadigol
- Cefnogaeth i ddatblygu fel ymarferydd
- Cyfle i fod yn rhan o dîm cydlynol ac egniol

Beth arall sydd angen i chi wybod ... Gwerthoedd Sir Fynwy yw ...

Bod yn agored:	Anelwn fod yn agored ac onest i ddatblygu perthynas o ymddiriedaeth.
Bod yn deg:	Anelwn ddarparu dewis, cyfleoedd a phrofiadau a teg a dod yn sefydliad sydd wedi adeiladu ar barch pobl at ei gilydd.
Bod yn hyblyg:	Anelwn fod yn hyblyg yn ein syniadau a'n gweithredoedd i ddod yn sefydliad effeithlon ac effeithiol.
Gwaith tîm:	Anelwn gydweithio i rannu ein llwyddiannau a'n methiannau drwy adeiladu ar ein cryfderau a chefnogi ein gilydd i gyflawni ein nodau.

A bydd y rôl yma'n gweithio gyda Sir Fynwy i gyflawni hyn.

Yn ogystal:

Mae pawb a gyflogir yn gyfrifol am sicrhau eu bod bob amser yn gweithredu mewn ffordd sy'n gyson â pholisi cyfle cyfartal Sir Fynwy yn eu maes cyfrifoldeb eu hunain ac yn eu hymddygiad cyffredinol.

Manyleb Person

Sut fyddwn ni'n gwybod os mai chi yw'r person cywir ar gyfer y swydd? Fel yr ymgeisydd llwyddiannus byddwch wedi dangos:-

GOFYNION	PWYSIAD UCHEL / CANOLIG / ISEL	SUT Y PROFIR HYNNY
1. ADDYSG / CYMWYSTERAU / GWYBODAETH		
1.1 Cymhwyster cydnabyddedig mewn Gwaith Cymdeithasol	UCHEL	FFURFLEN GAIS
1.2 Gwybodaeth o'r fframwaith ddeddfwriaethol berthnasol gyfredol a pholisi cenedlaethol	UCHEL	FFURFLEN GAIS / CYFWELIAD
1.3 Tystiolaeth o ymrwymiad i ddatblygiad proffesiynol parhaus	UCHEL	CYFWELIAD
1.4 Gwybodaeth waith o ddamcaniaethau datblygu a diogelu plant, yn cynnwys damcaniaeth ymlyniad ac anghenion plant sy'n derbyn gofal/ plant mewn angen/ plant yn y system amddiffyn plant	UCHEL	FFURFLEN GAIS / CYFWELIAD
1.5 Dealltwriaeth/gwybodaeth o fabwysiadu, maethu, anabledd a materion plant a theuluoedd fel sy'n briodol i osodiad gwaith.	UCHEL	FFURFLEN GAIS / CYFWELIAD
2. PROFIAD		
2.1 Profiad perthnasol cyn neu ac hefyd ôl-gymhwyso o weithio o fewn tîm maes gwaith statudol yn gweithio gyda sefyllfaoedd teulu cymhleth	UCHEL	FFURFLEN GAIS/ CYFWELIAD
2.2 Gweithio mewn partneriaeth gydag asiantaethau eraill ac adeiladu cysylltiadau gwaith effeithlon	UCHEL	FFURFLEN GAIS/ CYFWELIAD
3. DONIAU A SGILIAU		
3.1 Sgiliau trefnu yn cynnwys sgiliau cofnodi a defnyddio technoleg gwybodaeth	UCHEL	CYFWELIAD
3.2 Sgiliau asesu da	UCHEL	FFURFLEN GAIS / CYFWELIAD
3.3 Gallu dangos sgiliau gwaith uniongyrchol gyda phlant, teuluoedd a gofalwyr	UCHEL	FFURFLEN GAIS / CYFWELIAD
3.4 Sgiliau negodi a rhyngbersonol effeithlon yn cynnwys y gallu i drin gwrthdaro	UCHEL	FFURFLEN GAIS / CYFWELIAD
3.5 Gallu i flaenoriaethu a gweithio'n effeithlon ar eich cymhelliant eich hun yn ogystal ag o fewn tîm	UCHEL	FFURFLEN GAIS / CYFWELIAD
4. NODWEDDION PERSONOL		
4.1 Ymrwymiad i ddatblygiad personol a phroffesiynol.	UCHEL	CYFWELIAD
4.2 Meddu ar ymrwymiad diffuant i ymgyfraniad defnyddwyr gwasanaeth a gofalwyr	UCHEL	CYFWELIAD

4.3 Deall a pharchu egwyddorion cyfrinachedd	UCHEL	CYFWELIAD
4.4 Brwdfrydig	UCHEL	CYFWELIAD
4.5 Arloesol a hyblyg	UCHEL	FFURFLEN GAIS / CYFWELIAD
5. CYFLE CYFARTAL		
Gallu i ddangos ymrwymiad i egwyddorion ac ymarfer cyfle cyfartal.	UCHEL	FFURFLEN GAIS / CYFWELIAD
6. AMGYLCHIADAU ARBENNIG		
Trwydded yrru lawn gyfredol a mynediad i gar	UCHEL	FFURFLEN GAIS
Bydd penodiad i'r swydd yma yn amodol ar Wiriad Datgeliad Estynedig gyda'r Swyddfa Cofnodion Troseddol.	UCHEL	FFURFLEN GAIS
Wedi cofrestru fel Gweithiwr Cymdeithasol gyda Chyngor Gofal Cymru	UCHEL	FFURFLEN GAIS