

## ROLE ADVERT

**ROLE TITLE:** **Social Worker**  
Family Support & Protection Team, Children's Services

**POST ID:** **SCS310**

**GRADE:** BAND I SCP 37 – SCP 41 (£33,136 - £37,107 per annum)

**HOURS:** 37 per week

**LOCATION:** Usk and the Monmouthshire locality

### PURPOSE OF POST:

- This post is based in the Family Support & Protection Team who are responsible for the assessment and planning for children, young people and their families who are considered to require Social Care involvement to ensure their health and wellbeing and protection from neglect and abuse.
- You will be required to complete assessments and progress plans that evidences an improvement in the welfare of children and young people's within a time frame that is appropriate for the child /young person. In cases where it has not been possible to achieve this within the birth family, social workers will be responsible for preparation of written evidence and the progression of the case to legal proceedings
- Your case load will consist of a cases that require a high level of statutory intervention including Child Protection, private and public law cases. In cases where adoption is being considered as an option you will be responsible for this process through to the adoption order.

### WELSH LANGUAGE ASSESSMENT:

Welsh language skills are desirable but not essential

**Should you require any further information regarding this post, please contact Karen Power – [karenpower@monmouthshire.gov.uk](mailto:karenpower@monmouthshire.gov.uk)**

**Closing Date: 12 Noon on Friday 11/01/19**

**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. Monmouthshire County Council is an equal opportunities employer and welcomes applications from all sections of the community.

## ROLE PROFILE

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**RESPONSIBLE TO:** Team Manager, Family Support & Protection Team

### Children and Family Team.....Who are we?

#### Our Purpose:-

- Working alongside people to enable them to live their own lives
- Enable families and communities to keep children and young people safe and to reach their full potential.

#### The Purpose of this Role:-

- This post is based in the Family Support & Protection Team who are responsible for the assessment and planning for children, young people and their families who are considered to require Social Care involvement to ensure their health and wellbeing and protection from neglect and abuse.
- You will be required to complete assessments and progress plans that evidences an improvement in the welfare of children and young people's within a time frame that is appropriate for the child /young person. In cases where it has not been possible to achieve this within the birth family, social workers will be responsible for preparation of written evidence and the progression of the case to legal proceedings
- Your case load will consist of a cases that require a high level of statutory intervention including Child Protection, private and Public law cases. In cases where adoption is being considered as an option you will be responsible for this process through to the adoption order.

#### Expectation and Outcomes of this Role:-

Within this role you will be expected to:

- Build relationships with children, young people, their family and carers so that you can understand what matters to them.
- Assess and plan for children and young people adhering to relevant guidance and legislation

- Assess and work with multi-agency partners to reduce the level of risk and vulnerability of children and young people.

The outcomes achieved by this role are for children and young people:

- To be safe
- To maintain relationships with their family and those who are important to them

**Your responsibilities & key duties are to:-**

**Social Workers in Monmouthshire will undertake a range of duties in connection with the assessment and planning of services for children, young people and families/carers.**

- Possess a high quality of professional social work knowledge and skills.
- Have a good knowledge of relevant legislation, policies and procedures relevant for working with children and families.
- Manage a caseload that includes complex and diverse cases, involving assessments, reviews and the preparation of reports.
- Be confident in presenting information in formal meetings and at court.
- Work in a flexible and imaginative way to provide support and advice for children, young people, their families and carers.
- Complete quality assessments of individuals and families; analysing strengths and risks.
- Formulate plans to meet assessed needs and risks building on strengths of children, families and carers.
- Implement agreed plans to safeguard children and to increase the capacity and resilience of their parents and/or carers.
- Undertake office duty and respond to crises, as and when required.
- Work as part of a team and contribute to the development of the service.
- Be willing to supervise Social Work students.
- Initiate, develop and sustain effective working relationships with foster carers as professionals.
- Initiate, develop and sustain effective working relationships with partner agencies.
- Develop your own professional skills through supervision sessions and through undertaking appropriate training and development.
- Maintain your awareness of changes in legislation, related policies and practices and implement these within own professional practice.
- Maintain accurate records, which are up-to-date.
- Work in a flexible way, if the need arises, so that tasks not specifically covered in this job description are undertaken.
- Registered with the Care Council for Wales.
- Maintain safe working practices for self and others, in accordance with the authority's policy statement on Health and Safety at Work.

**Here's what we can provide you with:-**

- Regular supervision

- Access to a range of training opportunities
- The opportunity to work within a friendly and dynamic team
- The chance to help shape future provision for service users
- Regular employee reviews to discuss progress, development and future objectives.

**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:**

Appointment to this post is exempt from Rehabilitation of Offenders Act and is subject to an Enhanced Disclosure Check and two suitable written references before appointment.

The authority is committed to safeguarding and promoting the welfare of children and young people and adults at risk of harm and expects all employees and volunteers to share this commitment.

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:-**

#### Education, qualifications and knowledge

- A recognised Social Work qualification
- Knowledge of current relevant legislative framework and national policy
- 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
- Understanding and knowledge of adoption, fostering, disability, and children and families issues as appropriate to work setting

#### Experience

- Relevant post qualifying experience of working within a statutory fieldwork team working with complex family situations
- Experience of writing and presenting formal reports, assessments and statements
- Experience of working in partnership with other agencies and building effective working relationships

#### Communication and interpersonal skills

- Good organisational skills including recording skills and use of I.T.
- Good communication skills both orally and in writing
- Good assessment skills
- Direct work skills with children, families and carers
- Effective negotiating and interpersonal skills including the ability to manage conflict
- Ability to prioritise and to work effectively on own initiative as well as within a team

#### Personal attributes

- Commitment to continued professional development
- A genuine commitment to the involvement of service users and carers
- Enthusiasm
- Innovative ideas and flexibility
- Willingness to abide by the Council's Equal Opportunities Policy, including undertaking appropriate equality awareness training.
- Understanding and respect for the principles of confidentiality

#### Other

- A current full driving license and access to a car
- A current enhanced DBS (Disclosure & Barring Service) check
- Registered as a Social Worker with the Care Council for Wales.

## HYSBYSEB SWYDD

**TEITL SWYDD:** **Gweithiwr Cymdeithasol**  
Tîm Cefnogi a Diogelu Teuluoedd, Gwasanaethau Plant

**CYFEIRNOD:** **SCS310**

**GRADD:** BAND I SCP 37 – SCP 41 ((£33,136 - £37,107 y flwyddyn)

**ORIAU:** 37 yr wythnos

**LLEOLIAD:** Usk

### DIBEN Y SWYDD:

- Mae'r swydd hon yn seiliedig yn y Tîm Cefnogi a Diogelu Teuluoedd sy'n gyfrifol am asesu a chynllunio ar gyfer plant, pobl ifanc a'u teuluoedd yr ystyrir eu bod angen ymgyfraniad Gofal Cymdeithasol i sicrhau eu hiechyd a'u llesiant a'u gwarchod rhag esgeulustod a chamdriniaeth.
- Bydd angen i chi lenwi asesiadau a chynlluniau cynnydd sy'n rhoi tystiolaeth o welliant yn lles plant a phobl ifanc o fewn amserlen briodol ar gyfer y plentyn/person ifanc. Mewn achosion lle na fu'n bosibl cyflawni hyn o fewn y teulu geni, bydd gweithwyr cymdeithasol yn gyfrifol am baratoi tystiolaeth ysgrifenedig a symud yr achos ymlaen i drafodion cyfreithiol.
- Bydd eich llwyth achos yn cynnwys achosion sydd angen lefel uchel o ymyriad statudol yn cynnwys amddiffyn plant, achosion cyfraith preifat a chyhoeddus. Mewn achosion lle caiff mabwysiadu ei ystyried fel opsiwn byddwch yn gyfrifol am y broses hon hyd at y gorchymyn mabwysiadu.

### ASESIAD O'R GYMRAEG:

Mae sgiliau yn y Gymraeg yn ddymunol ond nid yn hanfodol

**Os byddwch angen unrhyw wybodaeth am y swydd hon, cysylltwch os gwelwch yn dda â Sue Smith, Rheolwr Tim**

**[SusanSmith2@monmouthshire.gov.uk](mailto:SusanSmith2@monmouthshire.gov.uk) Ffôn : 01291636399**

**Dyddiad Cau: 12 canol-dydd 11/01/19**

### **Gofynnir i chi 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 ar-lein neu eu lawrlwytho drwy:

Gwasanaethau Pobl, Cyngor Sir Fynwy, Blwch SP 106, Cil-y-coed,  
NP26 9AN

Caiff penodiad i'r swydd hon ei eithrio o Ddeddf Adsefydlu Troseddwyr ac mae'n amodol ar Wiriad Datgeliad Estynedig. Mae Cyngor Sir Fynwy yn gyflogwr cyfle cyfartal ac yn croesawu ceisiadau gan bob adran o'r gymuned. Mae'r holl swyddi yn agored i gael eu rhannu os na nodir fel arall. Mae Cyngor Sir Fynwy yn gweithredu polisi Gweithle Di-fwg.

## PROFFIL SWYDD

**TEITL SWYDD:** Gweithiwr Cymdeithasol - Tîm Cefnogi a Diogelu Teuluoedd, Gwasanaethau Plant

**CYFEIRNOD:** SCS310

**GRADD:** BAND I SCP 37 – SCP 41 (£33,136 - £37,107 flwyddyn)

**ORIAU:** 37 yr wythnos

**LLEOLIAD:** Usk

**CYFRIFOL I:** Rheolwr Tîm, Tîm Cefnogi a Diogelu Teuluoedd

### Tîm Cefnogi a Diogelu Teuluoedd ... Pwy ydym ni?

#### Ein Diben:-

- Gweithio wrth ochr pobl i'w galluogi i fyw eu bywydau eu hunain.
- Galluogi teuluoedd a chymunedau i gadw plant a phobl ifanc yn ddiogel ac i gyrraedd eu potensial llawn.

#### Diben y Swydd:

- Mae'r swydd hon yn seiliedig yn y Tîm Plant a Theuluoedd sy'n gyfrifol am asesu a chynllunio ar gyfer plant, pobl ifanc a'u teuluoedd yr ystyrir eu bod angen ymgyfraniad Gofal Cymdeithasol i sicrhau eu hiechyd a'u llesiant a'u hamddiffyn rhag esgeulustod a chamdriniaeth.
- Bydd angen i chi lenwi asesiadau a chynlluniau cynnydd sy'n rhoi tystiolaeth o welliant yn lles plant a phobl ifanc o fewn amserlen briodol ar gyfer y plentyn/person ifanc. Mewn achosion lle na fu'n bosibl cyflawni hyn o fewn y teulu geni, bydd gweithwyr cymdeithasol yn gyfrifol am dystiolaeth ysgrifenedig a symud yr achos ymlaen i drafodion cyfreithiol.
- Bydd eich llwyth achos yn cynnwys achosion sydd angen lefel uchel o ymyriad statudol yn cynnwys amddiffyn plant, achosion cyfraith preifat a chyhoeddus. Mewn achosion lle caiff mabwysiadu ei ystyried fel opsiwn byddwch yn gyfrifol am y broses hon hyd at y gorchymyn mabwysiadu.

## Disgwyliad a Deilliannau'r Swydd:

O fewn y swydd hon disgwylir i chi:

- Adeiladu perthynas gyda phlant, pobl ifanc, eu teuluoedd a'u gofalwyr fel y gallwch ddeall beth sy'n cyfrif iddyn nhw.
- Asesu a chynllunio ar gyfer plant a phobl ifanc gan gydymffurfio â chanllawiau a deddfwriaeth berthnasol.
- Asesu a gweithio gyda phartneriaid aml-asiantaeth i ostwng lefel risg a bregusrwydd plant a phobl ifanc.

Y canlyniadau a gyflawnir gan y swydd hon yw i blant a phobl ifanc:

- Fod yn ddiogel
- Cadw perthynas gyda'u teulu a'r rhai sy'n bwysig iddynt.

## Eich cyfrifoldebau a dyletswyddau allweddol yw:

**Bydd Gweithwyr Cymdeithasol yn Sir Fynwy yn gwneud amrywiaeth o ddyletswyddau mewn cysylltiad gydag asesu a chynllunio gwasanaethau ar gyfer plant a phobl ifanc a theuluoedd/gofalwyr.**

- Meddu ar ansawdd uchel o wybodaeth a sgiliau gwaith cymdeithasol proffesiynol.
- Bod â gwybodaeth dda o ddeddfwriaeth, polisiau a gweithdrefnau perthnasol ar gyfer gweithio gyda phlant a theuluoedd.
- Trin llwyth achos sy'n cynnwys achosion cymhleth ac amrywiol, yn cynnwys asesiadau, adolygiadau a pharatoi adroddiadau.
- Bod yn hyderus wrth gyflwyno gwybodaeth mewn cyfarfodydd ffurfiol ac mewn llys.
- Gweithio mewn ffordd hyblyg a chreadigol i ddarparu cymorth a chynghor i blant, pobl ifanc, eu teuluoedd a gofalwyr.
- Cwblhau asesiadau ansawdd o unigolion a theuluoedd; dadansoddi cryfderau a risgiau.
- Ffurio cynlluniau i gyflawni anghenion a risgiau a aseswyd gan adeiladu ar gryfderau plant, teuluoedd a gofalwyr.
- Gweithredu cynlluniau a gytunwyd i ddiogelu plant ac i gynyddu capasiti a gwynwch eu rhieni a/neu ofalwyr.
- Gwneud dyletswyddau swyddfa ac ymateb i argyfyngau, fel a phan fo angen.
- Gweithio fel rhan o dîm a chyfrannu at ddatblygu'r gwasanaeth.
- Bod yn barod i oruchwylio myfyrwyr Gwaith Cymdeithasol.
- Cychwyn, datblygu a chynnal perthynas waith effeithlon gyda gofalwyr maeth fel gweithwyr proffesiynol.
- Cychwyn, datblygu a chynnal perthynas waith effeithlon gydag asiantaethau partner.
- Datblygu eich sgiliau proffesiynol eich hun drwy sesiynau goruchwylio a thrwy ddilyn hyfforddiant a datblygu priodol.
- Cynnal eich ymwybyddiaeth o newidiadau mewn deddfwriaeth, polisiau cysylltiedig ac arferion a'u gweithredu o fewn eich ymarfer proffesiynol eich hun.
- Cadw cofnodion cywir a chyfredol.



- Gweithio mewn ffordd hyblyg, os yw'r angen yn codi, fel y gwneir tasgau na chânt eu cynnwys yn benodol yn y disgrifiad swydd yma.
- Bod wedi cofrestru gyda Chyngor Gofal Cymru.

### **Dyma'r hyn y gallwn ei roi i chi:**

- Goruchwyliaeth reolaidd
- Mynediad i ystod o gyfleoedd hyfforddi
- Cyfle i weithio o fewn tîm cyfeillgar a deinamig
- Y cyfle i helpu llunio darpariaeth y dyfodol ar gyfer defnyddwyr gwasanaeth
- Adolygiadau rheolaidd i drafod cynnydd, datblygiad ac amcanion y dyfodol

### **Beth arall sydd angen i chi wybod.....Dyma Werthoedd Cyngor Fynwy:**

- 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 hon yn gweithio gyda Sir Fynwy er mwyn cyflawni hyn.

### **Yn ychwanegol at hyn:**

Caiff penodiad i'r swydd hon ei eithrio o Ddeddf Adsefydlu Troseddwyr ac mae'n amodol ar Wiriad Datgeliad Estynedig a dau eirida ysgrifenedig addas.

Mae'r awdurdod wedi ymrwymo i ddiogelu a hyrwyddo lles plant a phobl ifanc ac oedolion sydd mewn peryg o niwed ac yn disgwyl i'r holl gyflogeion a gwirfoddolwyr i rannu'r ymrwymiad hwn.

Mae'r holl gyflogeion yn gyfrifol am sicrhau eu bod yn ymddwyn bob tro mewn modd sydd yn gyson gyda Pholisi Cyfle Cyfartal Cyngor Sir Fynwy yn eu meysydd o gyfrifoldeb a'u hymddygiad cyffredinol.

Mae'r holl swyddi'n agored i'w rhannu os na nodir fel arall.

Mae'r awdurdod yn gweithredu polisi Dim Ysmygu yn y Gweithle ac mae disgwyl i'r holl gyflogeion i gydymffurfio gyda hyn.

## 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:-**

### Addysg, cymwysterau a gwybodaeth

- Cymhwyster cydnabyddedig mewn Gwaith Cymdeithasol
- Gwybodaeth o fframwaith deddfwriaethol perthnasol cyfredol a pholisi cenedlaethol
- Gwybodaeth waith o ddamcaniaethau datblygiad ac amddiffyn plant, yn cynnwys damcaniaeth ymlyniad ac anghenion plant sy'n derbyn gofal/plant mewn angen yn y system Amddiffyn Plant
- Dealltwriaeth a gwybodaeth o fabwysiadu, maethu, anabledd a materion plant a theluoedd fel sy'n briodol i'r gosodiad gwaith.

### Profiad

- Profiad ôl-gymhwyso perthnasol o weithio o fewn tîm gwaith maes statudol gyda sefyllfaoedd teulu cymhleth.
- Profiad o ysgrifennu a chyflwyno adroddiadau ffurfiol, asesiadau a datganiadau.
- Profiad o weithio mewn partneriaeth gydag asiantaethau eraill ac adeiladu perthynas waith effeithlon.

### Sgiliau cyfathrebu a rhyngpersonol

- Sgiliau trefnu da yn cynnwys sgiliau cofnodi a defnyddio technoleg gwybodaeth.
- Sgiliau cyfathrebu da yn llafar ac mewn ysgrifen.
- Sgiliau asesu da.
- Sgiliau gwaith uniongyrchol gyda phlant, teluoedd a gofalwyr.
- Sgiliau negodi a rhyngpersonol effeithlon yn cynnwys y gallu i drin gwrthdaro.
- Y gallu i flaenoriaethu ac i weithio'n effeithlon ar eich cymhelliant eich hun yn ogystal ag o fewn tîm.

### Nodweddion personol

- Ymrwymiad i ddatblygiad proffesiynol parhaus.
- Ymrwymiad gwirioneddol i ymgyfraniad defnyddwyr gwasanaeth a gofalwyr.
- Brwdfrydedd.
- Syniadau blaengar a hyblygrwydd.
- Parodrwydd i gydymffurfio gyda pholisi Cyfle Cyfartal y Cyngor, yn cynnwys dilyn hyfforddiant priodol ar ymwybyddiaeth o gydraddoldeb.
- Dealltwriaeth a pharch o egwyddorion cyfrinachedd.

## Arall

- Trwydded yrru lawn a mynediad i gar.
- Gwiriad cyfredol estynedig gyda'r DBS (Gwasanaeth Datgelu a Gwahardd).
- Cofrestru fel Gweithiwr Cymdeithasol gyda Chyngor Gofal Cymru