

ROLE ADVERT

ROLE TITLE: Social Worker Missing Children Team
Five Year Fixed Term Contract

POST ID: SCS012

GRADE: BAND I SCP 31-35 £33,799 – £37,849 (pro-rata)

HOURS: 18.5 Per Week

LOCATION: Brecon House Mamhilad Park Industrial Estate, Pontypool,
NP4 0HZ

WELSH LANGUAGE ASSESSMENT:

Welsh language skills are desirable

SAFEGUARDING:

Safeguarding and Child and Adult Protection 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.

PURPOSE OF POST:

To provide a high quality service working in partnership with key stakeholders, young people and their families or carers to assess needs and risks when a young person has been reported missing or absent to Gwent police. To coordinate a response and ensure early intervention – reducing the prevalence of missing episodes and improving outcomes for young people.

**Should you require any further information regarding this post, please contact:
Kerry Wade, Service Manager Tel: 01495 745409**

Closing Date: 12 noon on 13 September 2019

Please Note that we are not able to accept CV's

Application forms can be completed online or down loaded via:

www.monmouthshire.gov.uk/how-to-apply-for-council-jobs

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.

Completed paper application forms should be returned to the following address:-

**People Services, Monmouthshire County Council, County Hall, Rhadyr,
Usk, Monmouthshire, NP15 1GA**

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.

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

Monmouthshire County Council operates a Smoke Free Workplace policy.

ROLE PROFILE

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LOCATION:	Brecon House Mamhilad Park Industrial Estate, Pontypool, NP4 0HZ

RESPONSIBLE TO: Kerry Wade, Service Manager

WELSH LANGUAGE ASSESSMENT:

Welsh language skills are desirable

Gwent Missing Children Team

SAFEGUARDING:

Safeguarding and Child and Adult Protection 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:-

To provide a high quality service working in partnership with key Stakeholders, young people and their families or carers to assess needs and risks when a young person has been reported missing or absent to Gwent police. To coordinate a response and ensure early intervention – reducing the prevalence of missing episodes and improving outcomes for young people.

The Purpose of this Role:-

To draw down information in relation to children and families from five Gwent Local Authority Data systems of complete home visits and assessments to populate a shared information risk assessment (MIRAF) to enable safeguarding and early intervention.

Expectation and Outcomes of this Role:-

The outcomes of the role is that every child who is missing or absent is assessed where relevant a MIRAF created, risks identifies and early interventions or higher level interventions such as child protection referrals are undertaken and meetings attended.

The secondary element of the role is to provide training and MIRAF facilitation to partner agencies within and external to statutory services.

Your responsibilities are :-

- To a responsibility to raise the profile of missing children and the risks they face.
- To manage your work load and associated administration tasks in an efficient and effective manner
- To carry out risk assessments as appropriate, within timescales and produce pen pictures informed by best practice guidelines and an understanding of the context
- To enable and assist with the coordination of care packages with case holders and partner agencies
- To ensure risk assessments are fully implemented, monitor progress and coordinate the process and reviewing and updating assessments following additional information or missing episodes being reported in order to prevent reoccurrence or reduce the risk of missing
- To act appropriately making multi agency referrals on behalf of the police
- To ensure Local Authorities are aware of every child reported missing via the 'pinging system'
- Attend court as and when required and prepare the necessary reports
- To work in partnership with professionals in order to provide appropriate and effective proactive responses to children and young people who present as missing and absent
- To provide written and verbal reports of a quality standard as required and maintain accurate records using appropriate software
- To attend meetings and undertake any necessary and appropriate team duties and activities including participation in working groups as necessary
- To contribute in the continued development of the project
- To assist to embed the All Wales Protocol into daily practice of other professionals
- To be an effective role model to other members of the team
- To be committed to personal development and attend training including mandatory training identified for this post.
- To support student social work placements

Here's what we can provide you with:-

You will receive Monthly Supervision, and be working in a very supportive environment.

You will have access to a pool car.

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.

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:-

Requirement	Essential/Desirable	How Tested
CQSW, DIPSW or social work equivalent	E	Shortlisting
Awareness of current legislation	E	Shortlisting
Understanding of engaging with families	E	Shortlisting/Interview
Effective communication skills both verbal and written with colleagues, outside agencies and clients	E	Shortlisting
Manage competing demands and prioritise work to meet risk level	E	Shortlisting
Understanding of departmental policy and regulations in relation to protection of children and young people	E	Shortlisting
Ability to analyse information quickly within a coherent framework	E	Shortlisting/interview
Computer Literate and able to adapt to new IT systems	E	Shortlisting
To have a good understanding of Missing risk, CSE, CCE, trafficking and modern-day slavery	D	Shortlisting /interview
Commitment to own personal development	E	Shortlisting
Principles of confidentiality and information sharing	E	Shortlisting
To show commitment and enthusiasm towards achieving positive	E	Shortlisting/interviewing



outcomes for service users to be committed Commitment to ADP	E	Shortlisting
To be registered with Care Council Wales	E	Shortlisting
Hold a Current full driving licence	D	Shortlisting
Welsh speaking	D	Shortlisting
To understand and demonstrate a willingness to promote positively equal opportunities of Monmouthshire and partner agencies	E	Shortlisting

Welsh Desirable.

You may be required to learn or improve your existing skills through attending staff Welsh language training funded by the council. This will be implemented if a need for Welsh language skills in the role arises.

**Should you require any further information regarding this post, please contact:
Kerry Wade, Service Manager Tel: 01495 745409**

Closing Date: 12 noon on 13 September 2019

WELSH LANGUAGE SKILLS FRAMEWORK

LEVEL 1			
<p><i>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.</i></p>			
UNDERSTANDING	SPEAKING	READING	WRITING
<ul style="list-style-type: none"> ➤ 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, 	<ul style="list-style-type: none"> ➤ 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. 	<ul style="list-style-type: none"> ➤ Can read short sentence, e.g. basic signs, simple instructions, agenda items, simple information on forms 	<ul style="list-style-type: none"> ➤ 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			
<p><i>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.</i></p>			
UNDERSTANDING	SPEAKING	READING	WRITING
<ul style="list-style-type: none"> ➤ 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 	<ul style="list-style-type: none"> ➤ 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. 	<ul style="list-style-type: none"> ➤ 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 	<ul style="list-style-type: none"> ➤ 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			
<p><i>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.</i></p>			

UNDERSTANDING	SPEAKING	READING	WRITING
<ul style="list-style-type: none"> ➤ 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. 	<ul style="list-style-type: none"> ➤ 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. 	<ul style="list-style-type: none"> ➤ 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. 	<ul style="list-style-type: none"> ➤ 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

Can usually follow most conversations or discussions, even on unfamiliar topics, Can talk confidently with fluent speakers about familiar subjects relating to work, and an 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.

UNDERSTANDING	SPEAKING	READING	WRITING
<ul style="list-style-type: none"> ➤ Can follow most conversations and discussions with individuals or colleagues even if the subject matter is unfamiliar. 	<ul style="list-style-type: none"> ➤ 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. 	<ul style="list-style-type: none"> ➤ 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. 	<ul style="list-style-type: none"> ➤ Can produce correspondence of all types, short reports, documents and literature with support of Welsh language translation aids eg. Cysgeir, cysill.

LEVEL 5

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.

UNDERSTANDING	SPEAKING	READING	WRITING
<ul style="list-style-type: none"> ➤ Can follow all conversations and discussions with individuals or colleagues. ➤ Can understand the ambiguity and nuance of language. 	<ul style="list-style-type: none"> ➤ Can express yourself fully in detail, even when discussing complex issues. ➤ Can adapt the style and register of your language to suit the audience. 	<ul style="list-style-type: none"> ➤ 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. 	<ul style="list-style-type: none"> ➤ 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.

HYSBYSEB SWYDD

TEITL Y RÔL: Gweithiwr Cymdeithasol - Tîm Plant Coll
Contract Penodol am 5 mlynedd

RHIF ADNABOD Y SWYDD: SCS012

GRADD: BAND I SCP 31-35 £33,799 – £37,849 (pro-rata)

ORIAU: 18.5 awr yr wythnos

LLEOLIAD: Brecon House, Ystâd Ddiwydiannol Parc Mamhilad,
Pont-y-pŵl, NP4 0HZ

ASESIAD Y GYMRAEG:

Sgiliau yn y Gymraeg yn ddymunol

DIOGELU:

Mae Diogelu ac Amddiffyn Plant ac Oedolion yn flaenoriaethau allweddol i'r Cyngor. Ein nod yw cefnogi plant ac oedolion sydd mewn perygl 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 perygl. 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.

DISGRIFIAD O'R SWYDD:

Darparu gwasanaeth safon uchel yn gweithio mewn partneriaeth gyda Budd-ddeiliaid allweddol, pobl ifanc a'u teuluoedd neu ofalwyr er mwyn asesu anghenion a risgiau pan fydd person wedi ei nodi fel person Coll neu Absennol i Heddlu Gwent. Cydlynu ymateb a'n sicrhau ymyrraeth gynnar - gan leihau'r achlysuron o gyfnodau coll a gwella canlyniadau i bobl ifanc.

Os oes gennych unrhyw gwestiynau pellach am y rôl hon, cysylltwch os gwelwch yn dda gyda: Kerry Wade, Rheolwr Gwasanaeth Ffôn: 01495 745409

Dyddiad cau: 12pm ar 13 Medi 2019

Gofynnir i chi nodi na allwn dderbyn CV

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/>

Gellir cyflwyno ceisiadau yn y Gymraeg ac ni chaiff cais a gyflwynir yn y Gymraeg ei drin yn llai ffafriol na chais a gyflwynir yn Saesneg.

Ar ôl eu llenwi, dylid dychwelyd ffurflenni cais ar-lein neu eu lawrlwytho drwy:



Gwasanaethau Pobl, Cyngor Sir Fynwy, Neuadd y Sir, Rhadyr, Usk, Sir Fynwy NP15 1GA

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'n agored i'w rhannu os na nodir fel arall.

PROFFIL Y RÔL

TEITL Y RÔL: Gweithiwr Cymdeithasol - Tîm Plant Coll
Contract Penodol am 5 mlynedd

RHIF ADNABOD Y SWYDD: SCS012

GRADD: BAND I SCP 31-35 £33,799 – £37,849 (pro-rata)

ORIAU: 18.5 awr yr wythnos

LLEOLIAD: Brecon House, Ystâd Ddiwydiannol Parc Mamhilad,
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YN ATEBOL I: Kerry Wade, Rheolwr Gwasanaeth

Tîm Plant Coll Gwent

Ein pwrpas:-

Darparu gwasanaeth safon uchel yn gweithio mewn partneriaeth gyda Budd-ddeiliaid allweddol, pobl ifanc a'u teuluoedd neu ofalwyr er mwyn asesu anghenion a risgiau pan fydd person wedi ei nodi fel person Coll neu Absennol i Heddlu Gwent. Cydlynu ymateb a'n sicrhau ymyrraeth gynnar - gan leihau'r achlysuron o gyfnodau coll a gwella canlyniadau i bobl ifanc.

Pwrpas y Rôl hon:-

Manteisio ar y wybodaeth am blant a theuluoedd o systemau Data pum Awdurdod Lleol Gwent er mwyn cynnal ymweliadau cartref a chwblhau asesiadau risg gwybodaeth (MIRAF) er mwyn diogelu ac ymyrraeth gynnar.

Disgwyliadau a Chanlyniadau'r Rôl hon:-

Fel rhan o'r rôl hon, byddwch yn sicrhau bod plentyn sydd ar goll neu'n absennol yn cael ei asesu, creu MIRAF os yn briodol, adnabod risgiau a'n gwneud ymyriadau cynnar neu ymyriadau safon uchel megis atgyfeiriadau diogelu plant a mynychu cyfarfodydd.

Elfen eilaidd y rôl hon yw darparu hyfforddiant a hwyluso MIRAF ymhlith asiantaethau partneriaid o fewn ac yn allanol i wasanaethau statudol.

Bydd eich cyfrifoldebau yn cynnwys:-

- Yn gyfrifol am godi proffil plant sydd ar goll a'r risgiau y maent yn wynebu.
- Rheoli eich llwyth gwaith a thasgau gweinyddol cyswllt mewn modd effeithiol ac effeithlon
- Cynnal asesiadau risg fel sydd yn briodol, a hynny o fewn terfynau amser a chreu crynodebau o gefndir yr unigolion sydd yn cael eu llywio gan ganllawiau arfer gorau a dealltwriaeth o'r cyd-destun
- Caniatáu a chynorthwyo i gydlynu pecynnau gofal gyda deiliaid achos ac asiantaethau partner
- Sicrhau bod asesiadau risg yn cael eu gweithredu'n llawn, monitro cynnydd a chydlynu'r broses ac adolygu a diweddarau asesiadau yn dilyn gwybodaeth ychwanegol neu os ydynt ar goll er mwyn ceisio lleihau'r tebygolrwydd o hyn yn digwydd eto a lleihau'r risg o fynd ar goll
- Gweithredu'n briodol gan wneud atgyfeiriadau aml-asiantaeth ar ran yr heddlu
- Yn sicrhau bod Awdurdodau Lleol yn ymwybodol o bob un plentyn sydd ar goll drwy gyfrwng y 'pinging system'
- Mynychu'r llys pan fydd angen a pharatoi'r adroddiadau priodol
- Gweithio mewn partneriaeth gyda gweithwyr proffesiynol er mwyn darparu ymatebion rhagweithiol priodol ac effeithiol i blant a phobl ifanc sydd ar goll neu'n absennol
- Darparu adroddiadau ysgrifenedig ac ar lafar mewn modd safonol a chynnal cofnodion cywrain gan ddefnyddio meddalwedd priodol
- Mynychu cyfarfod ac ymgymryd â dyletswyddau angenrheidiol a phriodol gan gynnwys cymryd rhan mewn grwpiau gwaith fel sydd angen
- Cyfrannu at ddatblygiad parhaus y prosiect.
- Cynorthwyo i blannu'r Protocol Cymru Gyfan i mewn i arferion gwaith dyddiol y gweithwyr proffesiynol eraill
- Yn gosod esiampyl i aelodau eraill o'r tîm.
- Wedi ymrwymo i'ch datblygiad personol a mynychu hyfforddiant gan gynnwys hyfforddiant gorfodol sydd ei angen ar gyfer y swydd hon.
- Cefnogi myfyrwyr gwaith cymdeithasol

Dyma'r hyn y mae modd i ni ddarparu i chi:-

Byddwch yn cael eich Goruchwylio'n Fisol ac yn gweithio mewn awyrgylch cefnogol.

Bydd modd i chi ddefnyddio car sydd yn cael ei ddefnyddio gan y tîm.

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

- Tryloywder: Rydym am geisio bod yn agored ac onest er mwyn datblygu perthynas lle y mae pobl yn medru ymddiried yn ei gilydd.
- Tegwch: Rydym am geisio cynnig dewis teg, cyfleoedd a phrofiad ac i ddod yn fudiad lle y mae'r naill yn parchu'r llall.
- Hyblygrwydd: Rydym am geisio bod yn hyblyg wrth feddwl a gweithredu er mwyn dod yn fudiad effeithiol ac effeithlon.
- Gwaith tîm: Rydym am geisio gweithio gyda'n gilydd er mwyn rhannu ein llwyddiannau a'n methiannau drwy adeiladu ar ein cryfderau a chefnogi ein gilydd er mwyn cyflawni ein hamcanion.

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 eirda ysgrifenedig addas cyn medru cadarnhau'r apwyntiad.

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

Mae'r holl weithwyr yn gyfrifol am sicrhau eu bod yn ymddwyn bob tro mewn ffordd sydd yn gyson â Pholisi Cyfle Cyfartal Sir Fynwy yn eu meysydd perthnasol ac yn eu hymddygiad cyffredinol.

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 yn gwybod os mai chi yw'r person cywir ar gyfer y rôl hon? Fel yr ymgeisydd llwyddiannus, byddwch wedi arddangos:-

Anghenion	Hanfodol/Dymunol	Sut y Caiff Ei Brofi
CQSW, DIPSW neu waith cymdeithasol cyfatebol	H	Rhestr Fer
Ymwybyddiaeth o ddeddfwriaeth gyfredol	H	Rhestr Fer
Dealltwriaeth o ymgysylltu gyda theuluoedd	H	Rhestr Fer /Cyfweliad
Sgiliau cyfathrebu effeithiol ar lafar ac ysgrifenedig gyda chydweithwyr, asiantaethau allanol a chleientiaid	H	Rhestr Fer
Cydbwysu gofynion cystadleuol a blaenoriaethu gwaith er mwyn cwrdd â'r lefel o risg	H	Rhestr Fer
Dealltwriaeth o bolisi a rheoliadau adrannol sydd yn ymwneud â diogelu plant a phobl ifanc	H	Rhestr Fer
Y gallu i ddadansoddi gwybodaeth yn gyflym ac o fewn fframwaith eglur	H	Rhestr Fer /Cyfweliad
Yn medru defnyddio cyfrifiaduron ac addasu i systemau TG newydd	H	Rhestr Fer
Yn meddu ar ddealltwriaeth o risgiau Ar Goll, CSE, CCE, masnachu pobl a chaethwasiaeth fodern	D	Rhestr Fer /Cyfweliad
Ymrwymiad i'ch datblygiad personol eich hun	H	Rhestr Fer
Egwyddorion o		



gyfrinachedd a rhannu gwybodaeth	H	Rhestr Fer
Yn dangos ymrwymiad a brwdfrydedd tuag at sicrhau canlyniadau positif i ddefnyddwyr gwasanaeth	H	Rhestr Fer /Cyfweliad
Ymrwymiad at ADP	H	Rhestr Fer
Wedi cofrestru gyda Chyngor Gofal Cymru	H	Rhestr Fer
Yn meddu ar Drwydded Yrru lawn	D	Rhestr Fer
Yn siarad Cymraeg	D	Rhestr Fer
Yn deall ac yn arddangos parodrwydd i hyrwyddo cyfle cyfartal yn bositif o ran Sir Fynwy ac asiantaethau partner	H	Rhestr Fer

Cymraeg yn Ddymunol

Gall fod angen i chi ddysgu neu wella eich sgiliau presennol drwy fynychu hyfforddiant Cymraeg i staff a gyllidir gan y cyngor. Gweithredir hyn os yw'r angen yn codi am sgiliau yn y Gymraeg ar gyfer y swydd.

Os oes gennych unrhyw gwestiynau pellach am y rôl hon, cysylltwch os gwelwch yn dda gyda: Kerry Wade, Rheolwr Gwasanaeth Ffôn: 01495 745409

Dyddiad cau: 12pm ar 13 Medi 2019

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
<ul style="list-style-type: none"> ➤ 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. 	<ul style="list-style-type: none"> ➤ 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. 	<ul style="list-style-type: none"> ➤ Gall ddarllen brawddeg fer, e.e. arwyddion syml, cyfarwyddiadau syml, eitemau agenda, gwybodaeth syml ar ffurflenni. 	<ul style="list-style-type: none"> ➤ 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
<ul style="list-style-type: none"> ➤ 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 	<ul style="list-style-type: none"> ➤ 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. 	<ul style="list-style-type: none"> ➤ Gall ddarllen negeseuon byr a rhai llythyrau neu negeseuon e-bost, e.e. rhai sy'n gwneud cais neu'n gofyn am gyfleu neges 	<ul style="list-style-type: none"> ➤ 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 sgwrsiau 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
<ul style="list-style-type: none"> ➤ 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. 	<ul style="list-style-type: none"> ➤ Gall gymryd rhan yn y rhan fwyaf o sgwrsiau 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. 	<ul style="list-style-type: none"> ➤ 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. 	<ul style="list-style-type: none"> ➤ 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
<ul style="list-style-type: none"> ➤ Gall ddilyn y rhan fwyaf o sgysiau a thrafodaethau gydag unigolion neu gydweithwyr hyd yn oed os yw'r deunydd pwnc yn anghyfarwydd. 	<ul style="list-style-type: none"> ➤ 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. 	<ul style="list-style-type: none"> ➤ 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. 	<ul style="list-style-type: none"> ➤ 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 chrynhoi 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
<ul style="list-style-type: none"> ➤ Gall ddilyn pob sgwrs a thrafodaeth gydag unigolion neu gydweithwyr. ➤ Gall ddeall amwysedd a naws iaith. 	<ul style="list-style-type: none"> ➤ 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. 	<ul style="list-style-type: none"> ➤ 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. 	<ul style="list-style-type: none"> ➤ 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.