



Job advert and profile

Post title:	Social Worker – Duty, Assessment & Early Help, Children’s Services Permanent
Post ID.:	SCS272
Grade:	I (31-35) £33,799 -£37,849
Hours:	37 hours per week
Location:	County Hall, Usk and the Monmouthshire locality

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.

Key Responsibilities and Duties

- All functions allocated by the Team Manager, in respect of working with children, young people, their families and carers.
- To possess a high quality of professional social work knowledge and skills.
- 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.
- 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.
- To complete quality assessments of individuals and families; analysing strengths and risks.
- To formulate plans to meet assessed needs and risks building on strengths of children, families and carers.
- To implement agreed plans to safeguard children and to increase the capacity and resilience of their parents and/or carers.
- To undertake office duty and respond to crises, as and when required.



- To assist in developing the existing services for children, their families and carers and to help shape future services.
- To work as part of a team and thereby contribute to the development of the service.
- To supervise students, where appropriate.
- To initiate and develop effective working relationships with foster carers as professionals.
- To initiate and develop effective working relationships with partner agencies.
- To develop own professional skills through supervision sessions and through undertaking appropriate training and development.
- To maintain awareness of changes in legislation, related policies and practices and implement these within own professional practice.
- To maintain accurate records, which are up-to-date.
- To work in a flexible way, if the need arises, so that tasks not specifically covered in the job description are undertaken.
- To maintain safe working practices for self and others, in accordance with the authority's policy statement on Health and Safety at Work.
- 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:-

- High quality support and supervision in a friendly and motivated environment
- Opportunities for training in order to professionally and personally develop your skills and experience
- Opportunity to learn Welsh
- In line with Service objectives, flexibility to work agilely in order to achieve a positive work life balance
- The chance to work as part of a team to make a real difference to the lives and life chances of children and families in Monmouthshire
- An extra two days holiday each year on top of your annual leave

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.

Welsh Language assessment:

Welsh is 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.

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.

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:

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

Should you require any further information regarding this post, please contact: bobbyjacob@monmouthshire.gov.uk

Closing Date: 12 noon on 27/9/19

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 or English and 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



HYSBYSEB SWYDD

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

Parhaol

RHIF SWYDD: SCS272

GRADD: Band I (31-35) £33,799 - £37,849

ORIAU: 37 awr yr wythnos

LLEOLIAD: Brynbuga ac ar hyd a lled Sir Fynwy.

DIBEN Y SWYDD:

Rheoli llwyth gwaith teuluoedd plant o wahanol lefelau o gymhlethdod, sy ' n cynnwysasesu, cynllunio, gweithredu a gwerthuso camau priodol, gan gyfrannu at gymhwyso adnoddau ' n effeithiol i ddiogelu a hyrwyddo lles Plant a ' u teuluoedd

Disgwyliadau a Chanlyniadau'r Rôl hon:-

- Pob swyddogaeth a ddyrennir gan y Rheolwr Tîm yng nghyswllt gweithio gyda phlant, pobl ifanc, eu teuluoedd a gofalwyr.
- Meddu ar ansawdd uchel o wybodaeth a sgiliau gwaith cymdeithasol proffesiynol.
- 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.
- Gweithio mewn ffordd hyblyg a dychmygus i roi cefnogaeth a chynghor i blant, pobl ifanc, eu teuluoedd a gofalwyr yn unol ag egwyddorion Deddf Plant 1989.
- Cwblhau asesiadau ansawdd o unigolion a theuluoedd, gan ddadansoddi cryfderau a risgiau.
- Ffurio cynlluniau i ddiwallu anghenion a risgiau a aseswyd gan adeiladu ar gryfderau plant, teuluoedd a gofalwyr.
- Gweithredu cynlluniau a gytunwyd i ddiogelu plant a chynyddu galluedd a chadernid eu rhieni a/neu ofalwyr.
- Ymgymryd â dyletswyddau swyddfa ac ymateb i argyfyngau, fel a phan fo angen.
- Cynorthwyo gyda datblygu'r gwasanaethau presennol ar gyfer plant, eu teuluoedd a gofalwyr a helpu i lunio gwasanaethau'r dyfodol.



- Gweithio fel rhan o dîm ac felly gyfrannu at ddatblygu'r gwasanaeth.
- Goruchwylio myfyrwyr, lle'n briodol.
- Sefydlu a datblygu perthynas waith effeithlon gyda gofalwyr maeth fel gweithwyr proffesiynol.
- Sefydlu a datblygu perthynas waith effeithlon gydag asiantaethau partner.
- Datblygu eich sgiliau proffesiynol eich hun drwy sesiynau goruchwylio a drwy wneud hyfforddiant a datblygu priodol.
- Cadw ymwybyddiaeth o newidiadau mewn deddfwriaeth, polisiau ac arferion cysylltiedig a gweithredu hyn o fewn eich ymarfer proffesiynol eich hun.
- Cynnal cofnodion cywir a chyfredol.
- Gweithio mewn modd hyblyg, os yw'r angen yn codi, fel yr ymgwymerir â thasgau nad ydynt wedi'u cynnwys yn benodol yn y disgrifiad swydd.
- Cofrestru gyda Chyngor Gofal Cymru.
- Cynnal arferion gwaith diogel ar gyfer eich hunan ac eraill, yn unol â datganiad polisi'r awdurdod ar iechyd a diogelwch yn y gwaith.
- 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:-

- Cymorth a goruchwyliaeth safon uchel mewn awyrgylch cyfeillgar ac egniol
- Cyfle i hyfforddi er mwyn datblygu eich sgiliau a'ch profiad yn broffesiynol a'n bersonol
- Gwersi iaith Gymraeg am ddim
- Yn unol ag amcanion y Gwasanaeth, yr hyblygrwydd i weithio yn hyblyg er mwyn sicrhau cydbwysedd positif rhwng gwaith a'ch bywyd yn gyffredinol.
- Y cyfle i weithio fel rhan o dîm a gwneud gwahaniaeth go iawn i fywyd a chyfleoedd bywyd plant a theuluoedd yn Sir Fynwy.

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

- Bod yn agored:** Rydym yn anelu at fod yn agored ac yn onest er mwyn datblygu perthynas ymddiriedus.
- Tegwch:** Rydym yn anelu at ddarparu dewis, cyfleoedd a phrofiadau teg a dod yn sefydliad a adeiladwyd ar gyd-barch.
- Hyblygrwydd:** Rydym yn anelu at fod yn hyblyg yn ein ffordd o feddwl a gweithredu er mwyn dod yn sefydliad effeithiol ac effeithlon.



Gwaith Tîm:

Rydym yn anelu i weithio gyda'n gilydd i rannu ein llwyddiannau a methiannau drwy adeiladu ar ein cryfderau a chefnogi ein gilydd i gyflawni ein nodau.

ASESIAD Y GYMRAEG:

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.

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.

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.

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 y Person:

Sut y byddwn yn gwybod os mai chi yw'r person cywir ar gyfer y swydd? Fel yr ymgeisydd llwyddiannus, byddwch wedi dangos eich bod:-

GOFYNION	PWYSIAD UCHEL / CANOLIG / ISEL	SUT Y PROFIR HYNFY
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 rhyngpersonol 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	UCHEL	CYFWELIAD



ymgyfraniad defnyddwyr gwasanaeth a gofalwyr		
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

Os oes gennych unrhyw gwestiynau pellach am y rôl hon, cysylltwch os gwelwch yn dda: bobbyjacob@monmouthshire.gov.uk

Dyddiad Cau: hanner dydd ar 27/9/19

Gofynnir i chi nodi na allwn dderbyn CVs

Gellir cwblhau ffurflenni cais ar-lein neu eu lawrlwytho o:
www.monmouthshire.gov.uk/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 cwblhau, dylid dychwelyd ffurflenni cais ar-lein neu eu lawrlwytho drwy:

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