

JOB ADVERT AND ROLE PROFILE

ROLE TITLE: Social Work Assistant

POST ID: SCS335

GRADE: BAND E SCP 14 – SCP 18 (£22,462 - £24,313)

HOURS: 29.6 hours per week

WORK PATTERN: Full time - Monday to Thursday 9am to 5pm, Friday 9am to 4.30pm

LOCATION: County Hall, Usk and the Monmouthshire locality.

RESPONSIBLE TO: Early Help & Assessment Team Manager

Our Purpose:-

Monmouthshire Children's Services are continually developing services so that we are well placed to meet future challenges and continue to build services that place the voice of children at the heart of what we do.

The Early Help & Assessment Team 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

The Purpose of this Role:-

To work as part of the Early Help and Assessment Team alongside social workers to ensure that referrals received into the team are processed and progressed in a timely manner and in line with MCC policy and to undertake the information, advice and assistance process in line with Social Services Wellbeing (Wales) Act, 2014.

Expectation and Outcomes of this Role:-

You will be expected to work as part of the Early Help and Assessment Team to receive and progress referrals in line with MCC policy and undertake the information, advice and assistance process and support social workers in the completion of assessments.

Key Responsibilities and Duties

- To receive and progress referrals in line with MCC policy and undertake the information, advice and assistance process in line with Social Services Wellbeing (Wales) Act, 2014.
- To work to agreed deadlines with regard to processing of referrals and undertaking assessments as required by the Team Manager.
- To support social workers in the completion of assessments.
- Establish and maintain constructive relationships with parents and work to promote positive family relationship between parents and their children.
- To work under the guidance of social workers in implementing care and support plans for children and their families and contribute to reviewing the effectiveness of care and support plans.
- To co-ordinate and supervise contact for children to spend time with their parents in a positive manner.
- To record and measure outcomes of work undertaken with children and families keeping up to date and accurate written records.
- To set time aside to prepare and participate in supervision with the line manager.
- To take up training opportunities to enhance practice.
- To report matters of concern to the line manager.
- Work within the requirements of the Children Act 1989, Social Services and Wellbeing (Wales) Act 2014, other relevant legislation and MCC policies and procedures.
- To work with colleagues from other agencies in delivering services to children and their families.
- Any other duties as allocated by the Team Manager.

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	HOW TESTED
1. EDUCATION/QUALIFICATION/ KNOWLEDGE		
• BTEC Health and Social Care or NVQ Level 3 or equivalent or willingness to undertake further training.	Medium	Application Form
• A good working knowledge of relevant policies and legislation, in particular the All Wales Child Protection Procedures and Social Services and Well-being Wales Act (2014), especially as they relate to children who may be in need of care and support or protection.	High	Application Form Interview
• Ability to communicate effectively, both verbally and in writing	High	Application Form Interview
2. EXPERIENCE		
• Experience and understanding of child development, either from personal and/or professional experience.	High	Interview
• Experience of working with children, young people and families who are facing difficulties and who may be living away from home	High	Application Form/ Interview
• Experience of building and maintaining relationships with children and their families and working honestly, constructively and collaboratively with families in stressful situations	High	Application Form/ Interview
3. COMMUNICATION / INTERPERSONAL SKILLS		
• Ability to communicate confidently and effectively with children, young people and families	High	Interview
• Ability to resolve conflicts and have difficult conversations with parents.	High	Interview / Application Form
• Ability to build and maintain working links/relationships with other agencies/professionals,	High	Interview Application Form



communicate effectively and work in partnership		
Ability to maintain and update clear and concise records and produce clear reports evidencing a good level of written skills	High	Application Form /Interview
4. APTITUDE AND SKILLS		
Ability to work as a team member	High	Interview Application Form
Ability to prioritise work and make decisions within own level of authority	High	Interview
To display an understanding of and ability to work within the council's policies and professional boundaries including child protection and confidentiality	High	Application Form/ Interview
To be computer literate and to demonstrate a willingness to learn new skills	High	Interview/ Application Form
Ability to keep accounts and concise case records in paper form and electronically	High	Application Form
A full / current driving licence and access to a car for work purposes	High	Application Form Interview
To be committed to professional development and supervision and appraisal process	High	Interview
Must have ability to use home wi-fi if working at home	High	Interview
5. EQUAL OPPORTUNITIES		
Willing to abide by the Council's Equal Opportunities Policy, including undertaking appropriate equality awareness training	High	Interview
6. SPECIAL CIRCUMSTANCES		
Appointment to this post will be subject to an Enhanced Disclosure Check with the Disclosure and barring service	High	

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

Closing Date: 12 noon on 21/8/2020



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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 RÔL:	Cynorthwy-ydd Gwaith Cymdeithasol
RHIF ADNABOD Y SWYDD:	SCS335
GRADD:	BAND E SCP 14 – SCP 18 (£22,462 - £24,313)
ORIAU:	37 awr yr wythnos
PATRWM GWAITH	Dydd Llun i ddydd Iau 9am - 5pm, dydd Gwener 9am - 4.30pm
LLEOLIAD:	Neuadd y Sir, Brynbuga ac ardal Sir Fynwy

Ein Pwrpas:-

Mae Gwasanaethau Plant Sir Fynwy yn datblygu gwasanaethau'n barhaus fel ein bod mewn sefyllfa dda i ymateb i heriau'r dyfodol a pharhau i adeiladu gwasanaethau sy'n rhoi llais plant wrth wraidd yr hyn a wnawn.

Mae'r Tîm Cymorth ac Asesu Cynnar wedi ymrwymo i'r canlynol:

- Diogelu plant a phobl ifanc
- Cynnwys plant a theuluoedd mewn gwaith uniongyrchol o safon
- Gwneud gwahaniaeth go iawn i fywydau plant a theuluoedd
- Gweithio'n greadigol ac yn rhyngweithiol ag asiantaethau eraill er mwyn darparu gwasanaethau effeithiol ac ymatebol
- Llunio a datblygu systemau i sicrhau ein bod yn canolbwyntio ar yr hyn sy'n bwysig i deuluoedd

Pwrpas y Rôl hon:-

Cydweithio fel rhan o'r Tîm Cymorth ac Asesu Cynnar gyda gweithwyr cymdeithasol i sicrhau bod yr atgyfeiriadau a dderbynnir i'r tîm yn cael eu prosesu a'u datblygu mewn modd amserol ac yn unol â pholisi Cyngor Sir Fynwy ac i ymgymryd â'r broses wybodaeth, cyngor a chymorth yn unol â Deddf Gwasanaethau Cymdeithasol a Llesiant (Cymru) 2014.

Disgwyliadau a Chanlyniadau'r Rôl hon:-

Bydd disgwyl i chi weithio fel rhan o'r Tîm Cymorth ac Asesu Cynnar i dderbyn a symud atgyfeiriadau yn unol â pholisi Cyngor Sir Fynwy ac i ymgymryd â'r broses wybodaeth, cyngor a chymorth a chefnogi gweithwyr cymdeithasol wrth gwblhau asesiadau.



Cyfrifoldebau a Dyletswyddau Allweddol

- Derbyn a symud atgyfeiriadau yn unol â pholisi Cyngor Sir Fynwy, a chynnal y broses wybodaeth, cyngor a chymorth yn unol â Deddf Gwasanaethau Cymdeithasol a Llesiant (Cymru) 2014.
- Gweithio yn unol â therfynau amser y cytunwyd arnynt o ran prosesu atgyfeiriadau a chynnal asesiadau fel sy'n ofynnol gan y Rheolwr Tîm.
- Cefnogi gweithwyr cymdeithasol wrth gwblhau asesiadau.
- Sefydlu a chynnal perthynas adeiladol â rhieni, a gweithio i hyrwyddo perthynas gadarnhaol rhwng rhieni a'u plant.
- Gweithio o dan arweiniad gweithwyr cymdeithasol wrth weithredu cynlluniau gofal a chymorth ar gyfer plant a'u teuluoedd a chyfrannu at adolygu effeithiolrwydd cynlluniau gofal a chymorth.
- Cydlynu a goruchwyllo cyfnodau cyswllt er mwyn i'r plant gyfarfod â'u rhieni mewn modd strwythuredig a chadarnhaol.
- Cofnodi a mesur canlyniadau gwaith a wneir gyda phlant a theuluoedd gan gadw cofnodion ysgrifenedig diweddar a chywir.
- Gosod amser o'r neilltu er mwyn paratoi a chymryd rhan mewn goruchwyliaeth gyda'u rheolwr llinell.
- Cymryd cyfleoedd hyfforddi er mwyn gwella ymarfer.
- Adrodd materion sy'n peri pryder i'r rheolwr llinell.
- Gweithio o fewn gofynion Deddf Plant 1989, Deddf Gwasanaethau Cymdeithasol a Llesiant (Cymru) 2014, deddfwriaeth berthnasol eraill a pholisïau a gweithdrefnau Cyngor Sir Fynwy.
- Gweithio gyda chydweithwyr o asiantaethau eraill wrth ddarparu gwasanaethau i blant a'u teuluoedd.
- Unrhyw ddyletswyddau eraill a ddyrennir gan y Rheolwr Tîm.

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

- Cymorth a goruchwyliaeth safon uchel mewn awyrgylch cyfeillgar ac egnïol
- 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 Troseddwyd ac mae'n amodol ar Wiriad Datgeliad Estynedig a dau eirdd 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.



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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	PWYSOLIAD	SUT Y PROFWYD
2. ADDYSG/CYMWYSTERAU/GWYBODAETH		
BTEC Iechyd a Gofal Cymdeithasol neu NVQ Lefel 3 neu gyfwerth neu barodrwydd i ddilyn hyfforddiant pellach.	Canolig	Ffurflen Gais
Gwybodaeth ymarferol dda am bolisïau a deddfwriaeth berthnasol, yn enwedig y Gweithdrefnau Amddiffyn Plant Cymru gyfan a'r Ddeddf Gwasanaethau Cymdeithasol a Llesiant (Cymru) (2014), yn enwedig gan eu bod yn ymwneud â phlant y gallai fod arnynt angen gofal a chymorth neu warchodaeth.	Uchel	Ffurflen Gais Cyfweliad
Rhaid gallu cyfathrebu'n effeithiol, ar lafar ac yn ysgrifenedig.	Uchel	Ffurflen Gais Cyfweliad
2. PROFIAD		
Profiad a dealltwriaeth o ddatblygiad plant o brofiad personol a/neu broffesiynol.	Uchel	Cyfweliad
Profiad o weithio gyda phlant, pobl ifanc a theuluoedd sy'n wynebu anawsterau ac sydd efallai'n byw oddi cartref	Uchel	Ffurflen Gais / Cyfweliad
Profiad o adeiladu a chynnal perthynas gyda phlant a'u teuluoedd a gweithio'n onest, yn adeiladol ac ar y cyd â theuluoedd mewn sefyllfaoedd o straen	Uchel	Ffurflen Gais / Cyfweliad
3. SGILIAU CYFATHREBU / RHYNGBERSONOL		
Y gallu i gyfathrebu'n hyderus ac yn effeithiol gyda phlant, pobl ifanc a theuluoedd	Uchel	Cyfweliad
Y gallu i ddatrys gwrthdaro a chael sgysiau anodd gyda rhieni	Uchel	Ffurflen Gais / Cyfweliad
Y gallu i feithrin a chynnal cysylltiadau gwaith/cydberthnasau ag asiantaethau/gweithwyr proffesiynol eraill, cyfathrebu'n effeithiol a gweithio mewn partneriaeth	Uchel	Cyfweliad Ffurflen Gais
Y gallu i gynnal a diweddarw cofnodion clir a chryno a chynhyrchu adroddiadau clir sy'n dangos bod lefel dda o sgiliau ysgrifenedig	Uchel	Ffurflen Gais / Cyfweliad



4. DAWN A SGILIAU		
Y gallu i weithio fel aelod o dîm	Uchel	Cyfweliad Ffurflen Gais
Y gallu i flaenoriaethu gwaith a gwneud penderfyniadau o fewn eich lefel awdurdod eich hun	Uchel	Cyfweliad
Dangos dealltwriaeth a gallu i weithio o fewn polisïau a ffiniau proffesiynol y cyngor gan gynnwys diogelu plant a chyfrinachedd	Uchel	Ffurflen Gais / Cyfweliad
Bod yn hyddysg o ran cyfrifiaduron ac arddangos parodrwydd i ddysgu sgiliau newydd	Uchel	Cyfweliad Ffurflen Gais
Y gallu i gadw cyfrifon a chofnodion achos cryno ar bapur ac yn electronig	Uchel	Ffurflen Gais
Trwydded yrru lawn/gyfredol a mynediad at gar at ddibenion gwaith	Uchel	Ffurflen Gais
Bod yn ymrwymedig i ddatblygiad proffesiynol a phroses oruchwyllo a gwerthuso	Uchel	Cyfweliad
Y gallu i ddefnyddio wi-fi os yn gweithio gartref	Uchel	Cyfweliad
5. CYFLE CYFARTAL		
Parodrwydd i gydymffurfio â Pholisi Cyfle Cyfartal y Cyngor, gan gynnwys ymgymryd â hyfforddiant ymwybyddiaeth cydraddoldeb priodol	Uchel	Cyfweliad
6. AMGYLCHIADAU ARBENNIG		
Mae penodiad i'r swydd hon yn destun Gwiriad Datgeliad Manwl gyda'r Gwasanaeth Datgelu a Gwahardd	Uchel	

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

Dyddiad Cau: hanner dydd ar 21/8/2020

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