

## Come and join the team!

### ADVERT

**ROLE TITLE:** Creative Therapies Team Lead

**ADVERT TEXT:** An exciting opportunity to lead an established team of therapists and case hold within a wider therapeutic services team.

**POST ID:** SCS370

**LOCATION:** Usk- which may change in the future if the service location needs to relocate. Relocation or disturbance expenses will not be paid if this happens.

**GRADE:** BAND I (£34,728- £38,890 Pro Rata)

**HOURS:** 30 hours per week

**TEMPORARY:** TEMPORARY until the end of March 2022

**DBS CHECK:** Yes

**CLOSING DATE:** 12 noon on 15th January 2020

#### Additional Information

**Please note that we are not able to accept CVs**

To apply for this post please complete the online application form which can be found on the following page:

<https://www.monmouthshire.gov.uk/jobs-employment/>

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.

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

Monmouthshire County Council is:-

- an equal opportunities employer and welcomes applications from all sections of the community.
- a disability confident committed employer.
- an Armed Forces friendly employer.
- Autism aware and committed to removing barriers to employment
- committed to supporting young people who leave our care to access new opportunities and gain experience.

## ROLE ADVERT

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TEMPORARY until the end of March 2022

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**WORK PATTERN:** Monday to Friday, 30 hours, 9am- 5pm (days to be confirmed)

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**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 oversee and co-ordinate the Creative Therapies primary service for schools, supporting the Family Support Services Manager in maintaining service evaluation data.
- To provide line management and support to a team of creative therapists, ensuring that legal requirements, registration and affiliation to either BACP or HCPC are up to date, BACP/HCPC Codes of Practice are adhered to and 30 hours of CPD (Continued Professional Development) are gained per annum.
- To provide creative/play therapy for children/young people ensuring their physical and emotional safety and enabling them to make sense of their experiences, express their feelings and develop greater emotional resilience in a therapeutic, safe environment.
- To support the system around the child and/or family to better understand and meet the needs of these clients that have often been referred for support with their emotional health and well-being or who have experienced trauma, abuse or neglect.

**Should you require any further information regarding this post, please contact:  
Rebecca Stanton, Family Support Services Tel: 07816 177056**

**Closing Date: 12 noon 15th January 2021**

**Please Note that we are not able to accept CVs**

**Application forms can be completed online or down loaded via:  
[www.monmouthshire.gov.uk/how-to-apply-for-council-jobs](http://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, 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.

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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## Family Support Service

**Who are we?** The team provides and facilitates preventative services and/or early intervention and support to children, young people and families in order to reduce their need for support from statutory services. The team is made up of family therapists, play therapist, school based counsellors and direct therapeutic workers. The Creative Therapies team provide Play, Drama and Family therapy to primary school aged children and their families.

### **Our Purpose:-**

The team provides and facilitates preventative services and/or early intervention and support to children, young people and families in order to reduce their need for support from statutory services.

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

- To co-ordinate the creative therapies service in Monmouthshire ensuring the following: that there is appropriate cover across the county, that creative therapists are accessing external clinical supervision, that creative therapists are compliant with and adhering to all necessary referral mechanisms, policies and procedures especially child protection procedures and are keeping, maintaining and storing confidential records appropriately.
- To provide line management and support to a small team of creative therapists, ensuring that all relevant legal requirements, registration and affiliation to either BACP or HCPC are up to date, BACP/HCPC Codes of Practice are adhered to and 30 hours of CPD (Continued Professional Development) are gained per annum including regular updates around Child Protection Procedures.
- To deliver individual therapy sessions and group work to children and young people experiencing challenges ensuring their physical and emotional safety and enabling them to make sense of their experiences, express their feelings and develop greater emotional resilience in a safe, therapeutic environment.
- Provide advice and mentoring of staff on all practice issues to ensure therapeutic practice meets or exceeds practice standards within the whole service.
- To communicate with referral sources and/or other relevant professionals as needed in order to co-ordinate an effective therapy provision for children and young people.
- Weekly attendance at our Early Help Panel to support the triaging of referrals into the service and ensure a Multi-disciplinary approach to referrals allocated to the Creative Therapies and/or other teams.

- Facilitation of the Early Help Panel when required, and to offer clinical support and guidance to the Early Help Panel coordinator where appropriate.
- To work systemically e.g. develop effective working relationships with parents/carers and other professionals, including attending relevant meetings/consultations and providing written reports as necessary.
- To work closely with our Statutory School's Based Counselling team within Secondary Schools to ensure transitions are managed effectively for young people.
- To develop and promote primary school therapy groups within a multi-modal approach to children aged 8-11.
- When required, to be responsible for delivering joint work to parents/carers, in relation to the children's needs, parenting capacity, and keeping safe work which helps parents to develop strategies to ensure their children are safe from harm.
- To undertake Specialist Strengths and Difficulties Questionnaire (SDQs) and Therapy assessment in liaison with the child, parent/carer, social worker, school and health in order to assess suitability and need.
- To contribute to the collection, collation and analysis of performance data and prepare internal and external reports required for monitoring purposes as required and evaluate and audit the quality and outcomes achieved and use this information to learn and adapt work accordingly.
- To report concerns, including child protection concerns, relating to individual children and families as necessary and as they arise, and liaise appropriately with partners.
- To ensure the participation and involvement of children and young people in service design, planning, delivery and monitoring.
- To identify potential sources of additional funding and to collaborate with colleagues to submit bids and secure such funding.
- To work with the family and assist in developing the existing services for children, their families and carers and to help shape future services.
- To initiate and develop effective working relationships with children, young people and their families.

- To initiate and develop effective working relationships with external 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 review, maintain and take responsibility for service policy, procedures (including consent) and waiting lists.
- To take responsibility for health and safety, equal opportunities and data protection within the scope of the post. This includes taking responsibility for maintaining a safe and healthy therapy kit and therapy space in which to undertake therapy sessions and managing and reviewing equipment needs.
- To support staff wellbeing and role model self-care within the team.
- To maintain accurate and up-to-date records.
- To work in a flexible way, if the need arises, so that tasks not specifically covered in the job description are undertaken.
- To be flexible in approach and working hours to cater to the needs of the service.
- To contribute to the annual self-assessment of the service and play an active role in identifying and implementing any necessary improvements.
- To ensure all activities are carried out in line with the Council's Health and Safety Policy and where necessary Risk Assessments are undertaken.
- To carry out any duties and responsibilities required under the Data Protection Act(s) 1984 and 1998, in particular, to take reasonable care that no unauthorised loss or disclosure of personal data occurs.
- To work in collaboration with the Designated Officer for Safeguarding/Child Protection in the following way: To ensure that all staff are aware of Monmouthshire's policies on Safeguarding and Child Protection and that all policies and practices are in line with the Wales Safeguarding Procedures. To make referrals to Children's Services in the event of a disclosure and/or

concern that a child/young person is 'in need of care and support' or at risk of significant harm. To maintain accurate, confidential and up to date documentation on all cases of safeguarding and child protection.

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

- High quality support and supervision
- Opportunities for training and development to develop as a practitioner and a manager
- Opportunities to practice creatively
- The chance to work as part of an exciting, developing service and make a real difference to the lives and life chances of children and families in Monmouthshire

**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.

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:-**

<b>REQUIREMENTS</b>	<b>ESSENTIAL / DESIRABLE</b>	<b>HOW TESTED</b>
<b>1. EDUCATION/QUALIFICATION</b>		
<ul style="list-style-type: none"> <li>• Full Member of relevant accrediting body.</li> <li>• PG/MA level qualification or equivalent experience in a related discipline such as: Art Therapy/Dramatherapy/Music Therapy/Play Therapy/Family Therapy</li> <li>• A registered member of a relevant professional body ie: BAAT, BADth, BAPT, PTUK. BAPT, AFT, UKCP.</li> <li>• Knowledge of DDP, theraplay or Filial Therapy</li> <li>• Experience or knowledge of online therapy work</li> </ul>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p> <p>Desirable</p>	<p>Application form</p> <p>Application form</p> <p>Application form</p> <p>Applicaton form</p>
<b>2. SKILLS AND ABILITIES</b>		
<ul style="list-style-type: none"> <li>• Ability to draw on evidence-base in choice of interventions.</li> <li>• Ability to build constructive relationships with warmth and empathy, using good communication skills.</li> <li>• Ability to identify difficulties in clinical practice and to seek and use supervision constructively.</li> <li>• Able to demonstrate direct work skills with children, families and carers</li> <li>• Excellent verbal and written communication skills.</li> <li>• A value base which formulates and understands children's emotional wellbeing in the context of their environment and experiences.</li> <li>• Ability to conceive, plan, and implement new project proposals to develop children's services.</li> <li>• Ability to prioritise and to work</li> </ul>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>Interview</p> <p>Interview</p> <p>Application form/Interview</p> <p>Interview</p> <p>Interview</p> <p>Application Form</p> <p>Application Form</p>



<p>effectively on own initiative as well as within a team</p> <ul style="list-style-type: none"> <li>Organisational skills including recording skills and use of I.T.</li> <li>Commitment to personal and professional development</li> <li>Enthusiastic, approachable and helpful.</li> <li>Innovative and flexible in approach and working hours (out of school provision and times)</li> <li>Demonstrate commitment to equal opportunities practice and policy.</li> <li>Clear professional and clinical boundaries within the multidisciplinary team.</li> <li>Current full driving license and access to a car.</li> <li>Ability to deliver a service through the medium of Welsh</li> </ul>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p>	<p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Application Form</p> <p>Application Form</p> <p>Application Form</p> <p>Application Form</p>
<p><b>3. KNOWLEDGE</b></p>		
<ul style="list-style-type: none"> <li>Demonstrable competency in working within a recognised theory/theories underpinning art/drama/music/play/family therapy.</li> <li>A working knowledge of child development and protection theories, including attachment theory</li> <li>A working knowledge of the needs of Looked After Children/Children in Need of Care and Support Plans/children in the Child Protection system</li> <li>Understanding of the complexity of abuse and neglect and the impact on children, young people and families.</li> <li>Knowledge and application of</li> </ul>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Application Form</p>



<p>confidentiality legislation within a therapeutic setting.</p> <ul style="list-style-type: none"> <li>• Knowledge/and or experience of working with parent and child</li> </ul>	Essential	Application Form
<b>4. EXPERIENCE</b>		
<ul style="list-style-type: none"> <li>• Significant experience of working with children and young people in multi-disciplinary context to help effect positive change based on the issues raised by children and young people.</li> <li>• Significant post-qualifying experience of working with children and young people who have suffered trauma <ul style="list-style-type: none"> <li>• Experience of carrying out assessment and treatment of children and their families and carers.</li> </ul> </li> <li>• Significant experience of working in multi-agency settings.</li> <li>• Experience of planning and delivering group therapy for children and young people.</li> <li>• Experience of evaluating and auditing work and using this information to learn and adapt work accordingly.</li> <li>• Experience of managing or overseeing other therapists</li> </ul>	Essential	Interview
	Essential	Application Form
	Essential	Application Form
	Essential	Application Form
	Essential	Application Form
	Desirable	Application Form /Interview
	Desirable	Application Form
<b>5. EQUAL OPPORTUNITIES</b>		
<ul style="list-style-type: none"> <li>• Willing to abide by the Council's Equal Opportunities Policy, including undertaking appropriate equality awareness training</li> </ul>	Essential	Interview
<b>6. SPECIAL CIRCUMSTANCES</b>		
<ul style="list-style-type: none"> <li>• Able to be independently mobile within a geographical area.</li> </ul> <p>Appointment to this post will be subject to an <b>Enhanced</b> Disclosure Check with the Criminal Records Bureau</p>	Essential	Application Form

**Should you require any further information regarding this post, please contact:  
Rebecca Stanton, Family Support Services Tel: 07816 177056**



monmouthshire  
sir fynwy

## 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"> <li>➤ 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,</li> </ul>	<ul style="list-style-type: none"> <li>➤ Can pronounce place names and personal names correctly.</li> <li>➤ Can greet individuals face to face or over the phone</li> <li>➤ Can open and close a conversation or open and close a meeting.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Can read short sentence, e.g. basic signs, simple instructions, agenda items, simple information on forms</li> </ul>	<ul style="list-style-type: none"> <li>➤ Can open and close an e-mail or letter</li> <li>➤ Can write personal names, place names, job titles</li> <li>➤ Can write a simple message to a colleague on paper or e-mail, e.g. such and such has called.</li> </ul>
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"> <li>➤ 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</li> <li>➤ Can understand when people ask you do something</li> </ul>	<ul style="list-style-type: none"> <li>➤ Can communicate simple information or ask common questions, e.g. to acquire information from an individual</li> <li>➤ Can use Welsh to get to and emphasise with the individual but not able to conduct the entire conversation or session in Welsh</li> <li>➤ Can hold a short conversation with an individual or exchange relatively straightforward information</li> <li>➤ Can contribute to a meeting, but need to revert to English for specialist terms.</li> </ul>	<ul style="list-style-type: none"> <li>➤ 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</li> </ul>	<ul style="list-style-type: none"> <li>➤ Can write a short message to a colleague asking a question, thanking her/him, explaining something, e.g. time and place of a meeting</li> <li>➤ Can write a short letter or e-mail to arrange an appointment</li> </ul>
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"> <li>➤ Can understand individuals and colleagues when exchanging information or discussing plans, if the subject is familiar.</li> <li>➤ Can understand a discussion at a meeting if the subject is familiar.</li> <li>➤ Can understand individuals and colleagues in a familiar situation or in everyday conversation.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Can take part in most conversations with colleagues about work and plans if the vocabulary is not too technical.</li> <li>➤ Can hold a conversation with an individual or exchanging relatively straightforward information.</li> <li>➤ Can contribute to a meeting but need to revert to English for specialist terms.</li> <li>➤ Can adapt the style of language to suit the audience.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Can understand most e-mail messages or letters concerning day to day work.</li> <li>➤ Can guess the meaning of a word based on context if the subject is familiar.</li> <li>➤ Can read a simple, straightforward article in a newspaper or magazine types of written material.</li> </ul>	<ul style="list-style-type: none"> <li>➤ 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.</li> <li>➤ Can write relatively accurately when drafting a short information leaflet or poster in Welsh as required.</li> </ul>

**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 can 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"> <li>➤ Can follow most conversations and discussions with individuals or colleagues even if the subject matter is unfamiliar.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Can contribute effectively to internal and external meetings in a work context.</li> <li>➤ Can converse comfortably with individuals and exchange information as required.</li> <li>➤ Can argue for and against a specific case.</li> <li>➤ Can chair meetings and answer questions from the chair confidently.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Can read most correspondence and scan long texts to find details.</li> <li>➤ Can understand most newspaper articles and reports with the aid of a dictionary.</li> <li>➤ Can understand texts, unless written in a very formal or colloquial form.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Can produce correspondence of all types, short reports, documents and literature with support of Welsh language translation aids eg. Cysgeir, cysill.</li> </ul>

**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"> <li>➤ Can follow all conversations and discussions with individuals or colleagues.</li> <li>➤ Can understand the ambiguity and nuance of language.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Can express yourself fully in detail, even when discussing complex issues.</li> <li>➤ Can adapt the style and register of your language to suit the audience.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Can read and understand almost all written texts without difficulty, referring to a dictionary occasionally.</li> <li>➤ Can read long texts to find relevant details and can understand most types of written material.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Can write reports in a clear style appropriate to the reader with the support of electronic language aids.</li> <li>➤ Can write formal or informal Welsh as required.</li> <li>➤ Can write a range of documents accurately and with confidence.</li> </ul>

## HYSBYSEB SWYDD

**TEITL Y SWYDD:** Arweinydd Therapiau Creadigol

DROS DRO tan ddiwedd mis Mawrth 2022

**CYFEIRNOD SWYDD:** I'w gadarnhau

**GRADD:** BAND I

**ORIAU:** 30 awr yr wythnos

**PATRWM GWAITH:** Dydd Llun i Ddydd Gwener, 30 awr, 9 am-5pm  
(diwrnodau i'w cadarnhau)

**PATRWM GWAITH:** Dydd Llun i ddydd Gwener, 30 awr, 9am- 5pm  
(diwrnodau i'w cadarnhau)

**LLEOLIAD:** Brynbuga ond gall hyn newid yn y dyfodol os oes angen newid lleoliad y gwasanaeth. Ni thelir treulïau adleoli neu ymyrryd os yw hyn yn digwydd.

### **ASESIAD Y GYMRAEG:**

Byddai 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.

### **PWRPAS Y RÔL:**

- Goruchwylio a chydlynu gwasanaethau cynradd Therapiau Creadigol ar gyfer ysgolion, gan gefnogi'r Rheolwr Gwasanaethau Cymorth i Deuluoedd wrth gynnal data sy'n gwerthuso'r gwasanaeth.
- Yn darparu rheolaeth linell a'n cefnogi tîm bach o therapyddion creadigol, gan sicrhau bod anghenion cyfreithiol, cofrestru ac ymlyniad gyda naill ai'r BACP neu HCPC wedi eu diweddarau, cydymffurfiaeth gyda Chodau Ymarfer BACP/HCPC a 30 awr o Ddatblygiad Proffesiynol Parhaus bob blwyddyn.
- Darparu therapi creadigol/chwarae ar gyfer plant a phobl ifanc gan sicrhau eu diogelwch corfforol ac emosiynol a'n caniatáu iddynt wneud synnwyr o'u profiadau, yn mynegi eu teimladau a'n datblygu mwy o ddygnwch emosiynol mewn awyrgylch therapiwtig, diogel.
- Cefnogi'r system o gwmpas y plentyn a/neu'r teulu i ddeall yn well a diwallu anghenion y cleientiaid sydd wedi eu hatgyfeirio ar gyfer derbyn cefnogaeth gyda'u hiechyd a'u lles emosiynol neu sydd wedi profi trawma, camdriniaeth neu esgeulustod.

**Os ydych angen mwy o wybodaeth am y swydd hon cysylltwch os gwelwch yn dda â: Rebecca Stanton, Gwasanaethau Cymorth i Deuluoedd  
Ffôn: 07816 177056**

**Dyddiad Cau: 12pm 15fed Ionawr 2021**  
**Gofynnir i chi nodi na allwn dderbyn CV**

**Mae modd cwblhau ffurflenni cais ar-lein neu eu lawrlwytho drwy fynd i:**  
**<http://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 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 Troseddwy 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.

Mae Cyngor Sir Fynwy yn gweithredu polisi Gweithle Di-fwg.



## PROFFIL Y SWYDD

**TEITL Y SWYDD:** Arweinydd Therapiau Creadigol

DROS DRO tan ddiwedd mis Mawrth 2022

**CYFEIRNOD SWYDD:** I'w gadarnhau

**GRADD:** BAND I

**ORIAU:** 30 awr yr wythnos

**PATRWM GWAITH:** Dydd Llun i Ddydd Gwener, 30 awr, 9 am-5pm  
(diwrnodau i'w cadarnhau)

**LLEOLIAD:** Neuadd y Sir, Brynbuga ond gall hyn newid yn y dyfodol os oes angen newid lleoliad y gwasanaeth. Ni thelir treuliau adleoli neu ymyrryd os yw hyn yn digwydd.

### **ASESIAD Y GYMRAEG:**

Byddai 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.

### **DIBEN Y SWYDD:**

- Goruchwylio a chydlynu gwasanaethau cynradd Therapiau Creadigol ar gyfer ysgolion, gan gefnogi'r Rheolwr Gwasanaethau Cymorth i Deuluoedd wrth gynnal data sy'n gwerthuso'r gwasanaeth.
- Yn darparu rheolaeth linell a'n cefnogi tîm bach o therapyddion creadigol, gan sicrhau bod anghenion cyfreithiol, cofrestru ac ymlyniad gyda naill ai'r BACP neu HCPC wedi eu diweddarau, cydymffurfiaeth gyda Chodau Ymarfer BACP/HCPC a 30 awr o Ddatblygiad Proffesiynol Parhaus bob blwyddyn.
- Darparu therapi creadigol/chwarae ar gyfer plant a phobl ifanc gan sicrhau eu diogelwch corfforol ac emosiynol a'n caniatáu iddynt wneud synnwyr o'u profiadau, yn mynegi eu teimladau a'n datblygu mwy o ddygnwch emosiynol mewn awyrgylch therapiwtig, diogel.
- Cefnogi'r system o gwmpas y plentyn a/neu'r teulu i ddeall yn well a diwallu anghenion y cleientiaid sydd wedi eu hatgyfeirio ar gyfer derbyn cefnogaeth gyda'u hiechyd a'u lles emosiynol neu sydd wedi profi trawma, camdriniaeth neu esgeulustod.

## Gwasanaeth Cefnogaeth i Deuluoedd

**Pwy ydyn ni?** Mae'r tîm yn darparu ac yn hwyluso gwasanaethau ataliol a/neu ymyriad a chefnogaeth gynnar i blant, pobl ifanc a theuluoedd er mwyn gostwng yr angen am gefnogaeth gan y gwasanaethau statudol. Mae'r tîm yn cynnwys therapyddion teulu, therapydd chwarae, cwnselwyr seiliedig yn yr ysgol a gweithwyr therapiwtig uniongyrchol. Bydd y tîm Therapiau Creadigol yn darparu therapi Chwarae, Drama a Theuluoedd i blant ysgolion cynradd a'u theuluoedd.

### **Ein Diben:**

Mae'r tîm yn darparu ac yn hwyluso gwasanaethau ataliol a/neu ymyriad a chefnogaeth gynnar i blant, pobl ifanc a theuluoedd er mwyn gostwng eu hangen am gefnogaeth gan wasanaethau statudol.

### **Disgwyliad a Chanlyniadau'r Rôl:**

- Cydlynu'r gwasanaethau therapiau creadigol yn Sir Fynwy er mwyn sicrhau'r canlynol: mae yna ddigon o staff ar draws y sir, bod therapyddion creadigol yn cael mynediad at oruchwyliaeth glinigol allanol, bod therapyddion creadigol yn cydymffurfio gyda'r holl fecanweithiau angenrheidiol, y polisiau a'r gweithdrefnau, yn enwedig y gweithdrefnau diogelu plant a'n cadw, cynnal a'n storio cofnodion cyfrinachol yn briodol.
- Yn darparu rheolaeth linell a'n cefnogi tîm bach o therapyddion creadigol, gan sicrhau bod anghenion cyfreithiol, cofrestru ac ymlyniad gyda naill ai'r BACP neu HCPC wedi eu diweddarau, cydymffurfiaeth gyda Chodau Ymarfer BACP/HCPC a 30 awr o Ddatblygiad Proffesiynol Parhaus bob blwyddyn gan gynnwys diweddariadau am Weithdrefnau Diogelu Plant.
- Cyflwyno sesiynau therapi unigol a gwaith grŵp i blant a phobl ifanc sy'n profi heriau gyda'u llesiant gan sicrhau eu diogelwch corfforol ac emosiynol a'n caniatáu iddynt wneud synnwyr o'u profiadau, yn mynegi eu teimladau a'n datblygu mwy o ddygnwch emosiynol mewn awyrgylch therapiwtig, diogel.
- Yn darparu cyngor a mentora staff ar yr holl faterion o ran arfer er mwyn sicrhau bod y practis therapiwtig yn cwrdd neu'n mynd y tu hwnt i safonau o fewn y gwasanaeth cyfan.
- Yn cyfathrebu gyda'r ffynonellau atgyfeirio a/neu weithwyr proffesiynol perthnasol fel sydd angen er mwyn cydlynu darpariaeth therapi effeithiol i blant a phobl ifanc.
- Yn mynychu'r Panel Help Cynnar er cefnogi'r broses o frysbennu atgyfeiriadau i mewn i'r gwasanaeth a'n sicrhau dull amlddisgyblaeth tuag at atgyfeiriadau sydd yn cael eu gwneud i'r tîm Therapiau Creadigol

- Hwyluso'r Panel Help Cynnar pan fydd angen a'n cynnig cefnogaeth a chyfarwyddyd clinigol i'r cydlynnydd Panel Help Cynnar pan fydd hyn yn briodol.
- Yn gweithio'n systematig e.e. datblygu perthynas waith effeithiol gyda rhieni/gofalwyr a gweithwyr proffesiynol eraill, gan gynnwys mynychu cyfarfodydd/ymgyngoriad perthnasol a'n darparu adroddiadau ysgrifenedig fel sydd angen.
- Yn gweithio'n agos gyda'r tîm Cwnsela mewn Ysgolion Statudol o fewn Ysgolion Uwchradd er mwyn sicrhau bod y cyfnodau pontio yn cael eu rheoli'n effeithiol ar gyfer pobl ifanc.
- Yn datblygu a'n hyrwyddo grwpiau therapi ysgolion cynradd o fewn dull aml-ddull i blant rhwng 8 a 11 mlwydd oed.
- Pan fo angen, bod yn gyfrifol am gyflwyno gwaith ar y cyd i rieni/gofalwyr, yng nghyswllt anghenion plant, galluedd rhianta a gwaith cadw'n ddiogel sy'n helpu rhieni i ddatblygu strategaethau i sicrhau fod eu plant yn ddiogel rhag niwed.
- Cynnal Holiaduron Cryfderau ac Anawsterau Arbenigol (SDQ) ac asesiad Therapi mewn cyswllt gyda'r plentyn, rhiant/gwarcheidwad, gweithiwr cymdeithasol, ysgol ac iechyd er mwyn asesu addasrwydd ac angen.
- Cyfrannu at gasglu, cywain a dadansoddi data perfformiad a pharatoi'r adroddiadau mewnol ac allanol sydd eu hangen ar gyfer dibenion monitro fel sydd angen a gwerthuso ac archwilio ansawdd a'r deilliannau a sicrhau a defnyddio'r wybodaeth hon i ddysgu ac addasu gwaith yn unol â hynny.
- Rhoi adroddiad am bryderon, yn cynnwys pryderon am amddiffyn plant yn ymwneud â phlant a theuluoedd unigol fel sydd angen ac wrth iddynt godi, a chydlynu mewn modd addas gyda phartneriaid.
- Sicrhau cyfranogiad ac ymgyfraniad plant a phobl ifanc wrth ddylunio gwasanaeth, cynllunio, cyflenwi a monitro.
- Dynodi ffynonellau posibl o gyllid ychwanegol a chydweithredu gyda chydweithwyr i gyflwyno cynigion a sicrhau cyllid o'r fath.
- Gweithio gyda'r teulu a chynorthwyo wrth ddatblygu'r gwasanaethau presennol ar gyfer plant, eu teuluoedd a gofalwyr a helpu i lunio gwasanaethau'r dyfodol.
- Cychwyn a datblygu perthynas waith effeithiol gyda phlant, pobl ifanc a'u teuluoedd.
- Sefydlu a datblygu perthynas waith effeithlon gydag asiantaethau partner.
- Datblygu eich sgiliau proffesiynol eich hun drwy sesiynau goruchwylio a drwy gynnal hyfforddiant a datblygu priodol.

- Cynnal ymwybyddiaeth o newidiadau mewn deddfwriaeth, polisiâu a phraxis a'n gweithredu'r rhain o fewn eich praxis eich hun.
- Yn adolygu, cynnal a'n cymryd cyfrifoldeb ar gyfer polisi'r gwasanaeth, gweithdrefnau (gan gynnwys caniatâd) a rhestrau aros.
- Yn gyfrifol am iechyd a diogelwch, cyfle cyfartal a diogelu o fewn sgôp y rôl hon. Mae hyn yn cynnwys cymryd cyfrifoldeb ar gyfer cynnal cit therapi diogel ac iachus lle bod angen cynnal sesiynau therapi a'n rheoli a'n adolygu anghenion y cyfarpar.
- Cefnogi llesiant staff a'n gosod esiampl drwy ofalu am eich hun.
- Cadw cofnodion cywir a chyfredol.
- Gweithio mewn ffordd hyblyg, os yw'r angen yn codi, fel y cyflawnir tasgau na chânt eu cynnwys yn benodol yn y disgrifiad swydd.
- Bod â dull gweithredu ac oriau gweithio hyblyg i ddarparu ar gyfer anghenion y gwasanaeth.
- Cyfrannu at hunanasesu blynyddol y gwasanaeth a'n chwarae rôl weithgar yn adnabod a'n gweithredu unrhyw welliannau angenrheidiol.
- Sicrhau y caiff yr holl weithgareddau eu cyflawni yn unol â pholisi'r Cyngor ar lechyd a Diogelwch ac y cynhelir asesiadau risg lle mae angen.
- Cyflawni unrhyw ddyletswyddau a chyfrifoldebau sydd eu hangen dan Ddeddfau Diogelu Data 1984 a 1998, yn neilltuo i gymryd gofal rhesymol nad oes unrhyw golled neu ddatgeliad heb awdurdod o ddata personol.
- Cydweithio gyda'r Swyddog Dynodedig ar gyfer Diogelu/Amddiffyn Plant yn y ffordd ddilynol: Sicrhau fod yr holl staff yn ymwybodol ar bolisiâu Sir Fynwy ar Ddiogelu ac Amddiffyn Plant a bod yr holl bolisiâu ac arferion yn cydymffurfio gyda Gweithdrefnau Diogelu Plant Cymru-gyfan. Gwneud atgyfeiriadau i Gwasanaethau Plant os bydd datgeliad a/neu bryder fod plentyn/person ifanc 'angen gofal a chefnogaeth' neu mewn risg o niwed sylweddol. Cadw dogfennau cywir, cyfrinachol a chyfredol ar bob achos o ddiogelu ac amddiffyn plant.

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

- Cefnogaeth a goruchwyliaeth ansawdd uchel
- Cyfleoedd ar gyfer hyfforddiant a datblygiad i ddatblygu fel ymarferydd ac fel rheolwr
- Cyfle i ymarfer creadigrwydd
- Cyfle i weithio fel rhan o wasanaeth cyffrous sy'n datblygu a gwneud gwahaniaeth gwirioneddol i fywydau a chyfleoedd bywyd plant a theuluoedd yn Sir Fynwy.

## **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.

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

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 Gweithle Dim Ysmygu yn y Gweithle ac mae'n ofynnol i'r holl weithwyr cyflogedig gydymffurfio ag ef.

### 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:-

GOFYNIION	HANFODOL/ DYMUNOL	SUT Y CAIFF EI BROFI
<b>1. ADDYSG/CYMHWYSTER</b>		
<ul style="list-style-type: none"> <li>• Aelod Llawn o gorff achredu perthnasol.</li> <li>• Gradd/Cymhwyster lefel Diploma Ôl-radd neu brofiad cyfwerth mewn disgyblaeth gysylltiedig; Therapi Celf/Therapi Drama/Therapi Cerddorol / Therapi Chwarae / Therapi Teuluol</li> <li>• Aelod cofrestredig o gorff proffesiynol perthnasol e.e.</li> <li>• Enw wedi'i gynnwys ar y Gofrestr o Therapyddion Chwarae a achredwyd gan yr Awdurdod Safonau Proffesiynol h.y. BAAT, BADth, BAMT, PTUK. BAPT, AFT, UKCP.</li> <li>• Gwybodaeth o DDP, therapi chwarae neu therapi ffiliol</li> <li>• Profiad neu ddealltwriaeth o waith therapi ar-lein</li> </ul>	<p>Hanfodol</p> <p>Hanfodol</p> <p>Hanfodol</p> <p>Hanfodol</p> <p>Dymunol</p> <p>Dymunol</p>	<p>Ffurflen gais</p> <p>Ffurflen gais</p> <p>Ffurflen gais</p> <p>Ffurflen gais</p>
<b>2. SGILIAU A GALLUOEDD</b>		
<ul style="list-style-type: none"> <li>• Gallu i ddefnyddio tystiolaeth wrth ddewis ymyriadau</li> <li>• Y gallu i adeiladu perthynas adeiladol gyda chynhesrwydd, empathi, sgiliau cyfathrebu da</li> <li>• Y gallu i adnabod trafferthion mewn practis clinigol a'n ceisio defnyddio goruchwyliaeth yn adeiladol</li> <li>• Gallu i ddangos sgiliau gwaith uniongyrchol gyda phlant, teuluoedd a gofalwyr</li> <li>• Sgiliau cyfathrebu llafar ac ysgrifenedig ardderchog</li> <li>• Sylfaen gwerthoedd sy'n ffurfio ac yn deall llesiant emosiynol plant yng nghyd-destun eu hamgylchedd a phrofiadau</li> </ul>	<p>Hanfodol</p> <p>Hanfodol</p> <p>Hanfodol</p> <p>Hanfodol</p> <p>Hanfodol</p> <p>Hanfodol</p>	<p>Cyfweliad</p> <p>Cyfweliad</p> <p>Ffurflen Gais/Cyfweliad</p> <p>Cyfweliad</p> <p>Cyfweliad</p> <p>Ffurflen Gais</p>

<ul style="list-style-type: none"> <li>• Gallu i ddyfeisio, cynllunio a gweithredu cynigion am brosiectau newydd i ddatblygu gwasanaethau plant.</li> </ul>	Hanfodol	Ffurflen Gais
<ul style="list-style-type: none"> <li>• Gallu i flaenoriaethu a gweithio'n effeithlon ar eich cymhelliant eich hun yn ogystal ag o fewn tîm</li> </ul>	Hanfodol	Cyfweliad
<ul style="list-style-type: none"> <li>• Sgiliau trefnu yn cynnwys sgiliau cofnodi a defnyddio technoleg gwybodaeth</li> </ul>	Hanfodol	Cyfweliad
<ul style="list-style-type: none"> <li>• Ymrwymiad i ddatblygiad personol a phroffesiynol</li> </ul>	Hanfodol	Cyfweliad
<ul style="list-style-type: none"> <li>• Brwdfrydig, agos atoch a pharod i gynorthwyo</li> </ul>	Hanfodol	Cyfweliad
<ul style="list-style-type: none"> <li>• Blaengar a hyblyg o ran dull gweithredu ac oriau gwaith (darpariaeth allan o'r ysgol ac amserau)</li> </ul>	Dymunol	Ffurflen Gais
<ul style="list-style-type: none"> <li>• Dangos ymrwymiad at ymarfer a pholisi cyfle cyfartal</li> </ul>	Hanfodol	Ffurflen Gais
<ul style="list-style-type: none"> <li>• Ffiniau proffesiynol a chlinigol clir o fewn y tîm amlddisgyblaeth</li> </ul>	Hanfodol	Ffurflen Gais
<ul style="list-style-type: none"> <li>• Trwydded yrru lawn gyfredol a mynediad i gar</li> </ul>	Hanfodol	Ffurflen Gais
<ul style="list-style-type: none"> <li>• Gallu i gyflwyno gwasanaeth drwy gyfrwng y Gymraeg</li> </ul>	Dymunol	
<b>3. GWYBODAETH</b>		
<ul style="list-style-type: none"> <li>• Yn medru arddangos cymhwysedd o fewn therapi cydnabyddedig/damcaniaethau sydd yn tanategu therapïau celf/drama/cerddoriaeth/chwarae</li> </ul>	Hanfodol	Cyfweliad
<ul style="list-style-type: none"> <li>• Gwybodaeth waith o ddamcaniaethau datblygu a diogelu plant, yn cynnwys damcaniaeth ymlyniad</li> </ul>	Hanfodol	Cyfweliad
<ul style="list-style-type: none"> <li>• Gwybodaeth waith o anghenion plant sy'n derbyn gofal/plant sydd angen cynlluniau gofal a chefnogaeth/plant yn y system Amddiffyn Plant</li> </ul>	Hanfodol	Cyfweliad
<ul style="list-style-type: none"> <li>• Dealltwriaeth o gymhlethdod camdriniaeth esgeulustod a'r effaith ar blant, pobl ifanc a theuluoedd.</li> </ul>	Hanfodol	Cyfweliad
<ul style="list-style-type: none"> <li>• Gwybodaeth a chymhwyso deddfwriaeth cyfrinachedd o fewn gosodiad therapiwtig.</li> </ul>	Hanfodol	Ffurflen Gais
<ul style="list-style-type: none"> <li>• Gwybodaeth a/neu brofiad o weithio gyda rhiant a phlentyn.</li> </ul>	Hanfodol	Ffurflen Gais
<b>4. PROFIAD</b>		
<ul style="list-style-type: none"> <li>• Profiad sylweddol o weithio gyda phlant a phobl ifanc mewn cyd-</li> </ul>	Hanfodol	Cyfweliad

<p>destun aml-ddisgyblaeth i helpu gweithredu newid cadarnhaol yn seiliedig ar y materion a godir gan blant a phobl ifanc.</p> <ul style="list-style-type: none"> <li>• Profiad sylweddol ar ôl cymhwyso o weithio gyda phlant a phobl ifanc sydd wedi dioddef trawma.</li> <li>• Profiad sylweddol ar ôl cymhwyso o weithio gyda phlant a phobl ifanc sydd wedi dioddef trawma.</li> <li>• Profiad o gynnal asesiadau a thrin plant a'u teuluoedd a gofawyr.</li> <li>• Profiad sylweddol o weithio mewn gosodiadau aml-asiantaeth.</li> <li>• Profiad o gynllunio a chyflwyno therapi grŵp ar gyfer plant a phobl ifanc.</li> <li>• Profiad o waith gwerthuso ac archwilio a defnyddio'r wybodaeth hon i ddysgu ac addasu gwaith yn unol â hynny.</li> <li>• Profiad o reoli neu'n goruchwyllo therapyddion eraill.</li> </ul>	<p>Hanfodol</p> <p>Hanfodol</p> <p>Hanfodol</p> <p>Hanfodol</p> <p>Hanfodol</p> <p>Dymunol</p> <p>Dymunol</p>	<p>Ffurflen Gais</p> <p>Ffurflen Gais</p> <p>Ffurflen Gais</p> <p>Ffurflen Gais</p> <p>Ffurflen Gais</p> <p>Ffurflen Gais/Cyfweliad</p> <p>Ffurflen Gais</p>
<b>5. CYFLE CYFARTAL</b>		
<ul style="list-style-type: none"> <li>• Bodlon i gydymffurfio gyda pholisi Cyfle Cyfartal y Cyngor, yn cynnwys dilyn hyfforddiant priodol ar ymwybyddiaeth cydraddoldeb</li> </ul>	<p>Hanfodol</p>	<p>Cyfweliad</p>
<b>6. AMGYLCHIADAU ARBENNIG</b>		
<ul style="list-style-type: none"> <li>• Gallu i fod yn annibynnol symudol o fewn ardal ddaearyddol.</li> </ul> <p>Bydd penodiad i'r swydd yn amodol ar Wiriad Datgelu <b>Estynedig</b> gyda'r Gwasanaeth Diogelu a Gwahardd</p>	<p>Hanfodol</p>	<p>Ffurflen Gais</p>

**Os ydych angen mwy o wybodaeth am y swydd hon cysylltwch os gwelwch yn dda â: Rebecca Stanton, Gwasanaethau Cymorth i Deuluoedd**

**Ffôn: 07816 177056**