



Come and join the team!

ROLE TITLE: **Social Work Assistant**
 Family Support and Protection Team

Are you passionate about making a real difference to the lives and life chances of children and families in Monmouthshire?

This is an exciting opportunity for a Social Work Assistant to join our Family Support and Protection Team in Monmouthshire.

We are a dynamic team who are proud of the culture we have developed of best practice. We ensure assessments, direct work and case management continue to prioritise better outcomes for children and families. At the centre of this development has been ensuring that our practitioners have the experience and support to work with a family to develop care planning and ensure that the voice of the child and family is central to the assessment process. Your role will be to support the service in ensuring we put the children, young people, and families at the centre of everything we do.

Do you have experience of working within a statutory or voluntary children's services setting? Are you committed to supporting children and families through the statutory social work process? If so we look forward to hearing from you.

POST ID: SCS489 12 MONTH FIXED TERM CONTRACT
LOCATION: County Hall, Usk base. Working across Monmouthshire.
GRADE: BAND E SCP 14 to 18 (£25,409 to £27,344)
HOURS: 37 hours Per Week
TEMPORARY: Yes
DBS CHECK: Yes (Disclosure & Barring Service Check)
CLOSING DATE: 5 pm 23/03/2023

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 PROFILE

ROLE TITLE: Social Work Assistant
Family Support and Protection Team

12 MONTH FIXED TERM CONTRACT

POST ID: SCS489

GRADE: BAND E SCP 14 to 18 (£25,409 to £27,344)

HOURS: 37 hours per week

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

LOCATION: County Hall, Usk

RESPONSIBLE TO: Team Manager, Family Support and Protection Team

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 Family Support and Protection Team provide assessment and support to families within Monmouthshire who are subject to long term Care and Support Plans, Child Protection processes and Court and Legal procedures

The Purpose of this Role:-

As a Social Work Assistant, you will work with children and families who are in need of Care and Support. This role will be critical to the understanding and assessing the needs of children and their families, and how best the services offered must develop in order to risk and promote the best outcomes for children and families. The Social Work Assistant role will require you to work closely with Social Workers to support the assessment process within the Child Protection process, as well as the case management of Care and Support plans. In turn you will be supported by good quality supervision and oversight of case work

Your Key Responsibilities and Duties

1. To work directly with social workers to gather information and contribute to the assessment of children and families who are within a statutory process
2. To develop good rapport with children and families in order to build trusting relationships, which will accept and offer challenge
3. To formulate and review the effectiveness of Care and Support plans with families with the support and oversight of a Senior Practitioner



4. To work in partnership with families and professionals to improve outcomes for children and families and refer families to appropriate support services when necessary.
5. To coordinate and contribute to less complex multi-agency meetings such as Care and Support review meetings.
6. Provide support and assistance to the team by supporting with tasks such as completing chronologies, supporting with undertaking assessments and visits, making referrals, minuting meetings etc.
7. To participate in the office duty rota as appropriate.
8. To attend Team Meetings and appropriate training in line with the development of a positive and high quality service to the public of Monmouthshire.
9. To provide cover for colleagues in carrying out their duties.
10. If required, to co-ordinate and supervise contact for children to meet with their parents in a structured and positive manner.
11. As a condition of your employment you may be required to undertake such other duties and/or times of work as may reasonably be required of you, commensurate with your grade or general level of responsibility within the organisation.
12. Keep accurate records of work with children and their families using a dedicated Children's Services database and to save relevant documents in specific digital files.
13. Set time aside to prepare and participate in supervision with the line manager.
14. To demonstrate an ability to work in a way that promotes anti-discriminatory practice.
15. Report matters of concern and safeguarding to the line manager.
16. Work within the requirements of the Social Service and Wellbeing Act 2016, and department policies and procedures.
17. Abide by the principles and practice of equality of opportunity as laid down in the Council's Equal Opportunity Policy.

The purpose of this job description is to indicate the general level of responsibilities of the post. The duties may vary from time to time without changing their character or level of responsibility.

Here's what we can provide you with:-

- High quality support and supervision in a friendly and supportive environment



- Opportunities for training in order to professionally and personally develop your skills and experience
- Opportunity to develop welsh language skills in line with the 'More Than Words' strategy'
- In line with Service objectives, flexibility to work agilely and a flexi scheme in order to encourage a good work/life balance
- The chance to work as part of a highly motivated team who are all passionate about making 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
- Free parking at county hall

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.

Kindness: We will show kindness to all those we work with, putting the importance of relationships and the connections we have with one another at the heart of all interactions.

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.

DISCLOSURE AND BARRING SERVICE (DBS) CHECK:

Appointment to this post is exempt from Rehabilitation of Offenders Act and is subject to the following DBS check

- (a) Enhanced with Both Children/Adults Barred List Checks



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 WE TEST
EDUCATION/QUALIFICATION/ KNOWLEDGE		
1.1 Knowledge and understanding of Local Authority responsibilities to children in need of care, support or protection	Medium	Application Form and Interview
1.2 Must be able to communicate effectively, both verbally and in writing.	High	Application Form Interview
1.3 Full driving licence.	High	Application form
2. EXPERIENCE		
2.1 Experience and understanding of child development, from professional experience.	High	Interview
2.2 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
2.3 Experience of working within a team who manage risk and where safeguarding children is a team responsibility	High	Application Form/ Interview
2.4 Experience of working in partnership with other professionals and agencies.		
2.5 Experience of maintaining relationships for children and families where challenge is necessary	High	Interview
2.6 Experience of resolving conflicts.	High	Interview
2.7 Able to demonstrate the ability to value individual views, needs and wishes of young people and families.	High	Interview
2.8 Experience of timely and accurate record keeping and report writing		
2.9 Experience and understanding and respect principles of confidentiality.	High	Interview
3. EQUAL OPPORTUNITIES		
3.1 A commitment to Equal Opportunities.	High	Interview

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

Closing Date: 5pm 23/03/2023



Dewch i ymuno â'r tîm!

TEITL Y RÔL: Cynorthwydd Gwaith Cymdeithasol
Tîm Cefnogi a Diogelu Teuluoedd

Ydych chi'n angerddol am wneud gwahaniaeth go iawn i fywydau a chyfleoedd bywyd plant a theuluoedd yn Sir Fynwy?

Dyma gyfle cyffrous i Gynorthwydd Gwaith Cymdeithasol ymuno â'n Tîm Cefnogi a Diogelu Teuluoedd yn Sir Fynwy.

Rydym yn dîm deinamig sy'n falch o'r diwylliant yr ydym wedi datblygu o arfer gorau. Rydym yn sicrhau bod asesiadau, gwaith uniongyrchol a rheoli achosion yn parhau i flaenoriaethu canlyniadau gwell i blant a theuluoedd. Yn ganolog i'r datblygiad hwn sicrhawyd bod gan ein hymarferwyr y profiad a'r gefnogaeth i weithio gyda theulu i ddatblygu cynllunio gofal a sicrhau bod llais y plentyn a'r teulu yn ganolog i'r broses asesu. Eich rôl chi fydd cefnogi'r gwasanaeth i sicrhau ein bod yn rhoi'r plant, y bobl ifanc, a'r teuluoedd wrth ganol popeth rydyn ni'n ei wneud.

Oes gennych brofiad o weithio mewn lleoliad statudol neu wirfoddol o wasanaethau i blant? Ydych chi wedi ymrwmo i gefnogi plant a theuluoedd drwy'r broses waith cymdeithasol statudol? Os felly, edrychwn ymlaen at glywed oddi wrthyich.

RHIF ADNABOD Y SWYDD: SCS489 CONTRACT 12 MIS - CYFNOD PENODOL

LLEOLIAD: Neuadd y Sir, Brynbuga. Yn gweithio ar draws Sir Fynwy.

GRADD: BAND E SCP 14 i 18 (£25,409 to £27,344)

ORIAU: 37 awr yr wythnos

DROS DRO: Ydy

A oes angen Gwiriad Gwasanaeth Datgelu a Gwahardd? Oes

DYDDIAD CAU: 5pm 23/03/2023

Gofynnir i chi nodi na allwn dderbyn CVau

I wneud cais am y swydd hon, cwblhewch y ffurflen gais ar-lein sydd i'w gweld ar y dudalen ganlynol:

<https://www.monmouthshire.gov.uk/cy/swyddi-chyflogaeth/>

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.

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

Mae Cyngor Sir Fynwy -

- yn gyflogwr cyfle cyfartal ac yn croesawu ceisiadau gan bob adran o'r gymuned.
- yn gyflogwr Hyderus o ran Anabledd.
- yn gyflogwr sy'n gyfeillgar i'r Lluoedd Arfog.
- yn ystyriol o Awstiaeth ac wedi ymrwmo i gael gwared ar y rhwystrau i gyflogaeth
- yn ymrwymedig i gefnogi pobl ifanc sy'n gadael ein gofal i fanteisio ar gyfleoedd newydd ac ennill profiad.



PROFFIL Y RÔL

TEITL Y RÔL: Cynorthwy-ydd Gwaith Cymdeithasol
Tîm Cymorth a Diogelu Teuluoedd

CONTRACT 12 MIS - CYFNOD PENODOL

RHIF ADNABOD Y SWYDD: SCS489

GRADD: BAND E SCP 14 i 18 (£25,409 to £27,344)

ORIAU: 37 awr yr wythnos

PATRWM GWAITH: Llawn amser - Dydd Llun i ddydd Iau 9am i 5pm
Dydd Gwener 9am i 4.30pm

LLEOLIAD: Neuadd y Sir, Brynbuga

YN ATEBOL I: Rheolwr Tîm, Tîm Cymorth i Deuluoedd a Diogelu

Ein Pwrpas:-

Mae Gwasanaethau Plant Sir Fynwy yn datblygu gwasanaethau yn barhaus fel ein bod mewn sefyllfa dda i ymateb i heriau'r dyfodol a pharhau i adeiladu gwasanaethau sy'n rhoi llais plant wrth galon yr hyn rydyn ni'n ei wneud. Mae'r Tîm Cymorth ac Amddiffyn Teuluoedd yn darparu asesiad a chymorth i deuluoedd o fewn Sir Fynwy sy'n destun Cynlluniau Gofal a Chymorth hirdymor, prosesau Amddiffyn Plant a gweithdrefnau Llys a Chyfreithiol.

Pwrpas y Rôl hon:-

Fel Cynorthwydd Gwaith Cymdeithasol, byddwch yn gweithio gyda phlant a theuluoedd sydd angen Gofal a Chymorth. Bydd y rôl hon yn hanfodol i ddeall ac asesu anghenion plant a'u teuluoedd, a'r ffordd orau y mae'n rhaid i'r gwasanaethau a gynigir ddatblygu er mwyn peryglu a hyrwyddo'r canlyniadau gorau i blant a theuluoedd. Bydd y rôl Cynorthwydd Gwaith Cymdeithasol yn gofyn i chi weithio'n agos gyda Gweithwyr Cymdeithasol i gefnogi'r broses asesu o fewn y broses Diogelu Plant, yn ogystal â'r cynlluniau rheoli achosion ar gyfer Gofal a Chymorth. Yn eich tro, byddwch yn cael eich cefnogi gan oruchwyliaeth o ansawdd da a goruchwyllo gwaith achos.

Eich Prif Gyfrifoldebau a Dyletswyddau

18. Gweithio'n uniongyrchol gyda gweithwyr cymdeithasol i gasglu gwybodaeth a chyfrannu at asesu plant a theuluoedd sydd o fewn proses statudol;
19. Datblygu cydberthynas da gyda phlant a theuluoedd er mwyn meithrin perthynas y gellir ymddiried ynddynt, a fydd yn derbyn ac yn cynnig her;



20. Llunio a adolygu effeithiolrwydd cynlluniau Gofal a Chymorth gyda theuluoedd gyda chefnogaeth a gorwario Uwch Ymarferydd;
21. Gweithio mewn partneriaeth â theuluoedd a gweithwyr proffesiynol i wella canlyniadau i blant a theuluoedd a chyfeirio teuluoedd at wasanaethau cymorth priodol pan fo angen;
22. Cydlynu a chyfrannu at gyfarfodydd aml-asiantaeth llai cymhleth fel cyfarfodydd adolygu Gofal a Chymorth;
23. Rhoi cefnogaeth a chymorth i'r tîm drwy gefnogi gyda thasgau fel cwblhau cronolegau, cefnogi gyda chynnal asesiadau ac ymweliadau, gwneud atgyfeiriadau, cyfarfodydd gneud ac ati;
24. Cymryd rhan yn y rota dyletswydd swyddfa fel y bo'n briodol;
25. Mynychu Cyfarfodydd Tîm a hyfforddiant priodol yn unol â datblygu gwasanaeth cadarnhaol o ansawdd uchel i gyhoedd Sir Fynwy;
26. Cyflenwi ar gyfer cydweithwyr wrth gyflawni eu dyletswyddau;
27. Os oes angen, cydlynu a goruchwyllo'r cyswllt i blant gyfarfod â'u rhieni mewn ffordd strwythuredig a phositif;
28. Fel amod o'ch cyflogaeth gellir gofyn i chi gyflawni unrhyw ddyletswyddau rhesymol a/neu amserau gwaith rhesymol eraill sy'n cyd-fynd â'ch gradd neu'ch lefel gyffredinol o gyfrifoldeb o fewn y sefydliad;
29. Cadw cofnodion cywir o waith gyda phlant a'u teuluoedd gan ddefnyddio cronfa ddata benodol Gwasanaethau Plant ac i arbed dogfennau perthnasol mewn ffeiliau digidol penodol;
30. Rhowch amser o'r neilltu i baratoi a chymryd rhan mewn goruchwyliaeth gyda rheolwr y llinell;
31. Dangos gallu i weithio mewn ffordd sy'n hyrwyddo arfer gwrth-wahaniaethu;
32. Adrodd materion sy'n peri pryder a diogelu i'r rheolwr llinell;
33. Gwaith o fewn gofynion Deddf Gwasanaethau Cymdeithasol a Lles 2016, a pholisïau a gweithdrefnau'r adran;
34. Cadw at egwyddorion ac arferion cyfle cyfartal fel y nodir ym Mholisi Cyfle Cyfartal y Cyngor.

Diben y disgrifiad swydd hwn yw nodi lefel gyffredinol cyfrifoldebau'r swydd. Gall y dyletswyddau amrywio o bryd i'w gilydd heb newid eu cymeriad neu lefel y cyfrifoldeb.

Dyma beth y gallwn ei rhoi i chi:-

- Cefnogaeth a goruchwyliaeth o ansawdd uchel mewn amgylchedd



- cyfeillgar a chefnogol.
- Cyfleoedd i hyfforddi er mwyn datblygu eich sgiliau a'ch profiad yn broffesiynol ac yn bersonol.
 - Cyfle i ddatblygu sgiliau yn y Gymraeg yn unol â'r strategaeth 'Mwy Na Geiriau'.
 - Yn unol ag amcanion y Gwasanaeth, hyblygrwydd i weithio'n ystwyth a chynllun fflecsi er mwyn annog duw i weithio/cydbwysedd bywyd.
 - Cyfle i weithio fel rhan o dîm hynod frwdfrydig sy'n angerddol i gyd am wneud gwahaniaeth go iawn i fywydau a chyfleoedd bywyd plant a theuluoedd yn Sir Fynwy.
 - Dau ddiwrnod o wyliau ychwanegol bob blwyddyn ar ben eich gwyliau blynyddol.
 - Parcio am ddim yn neuadd y sir.

Beth arall sydd angen i chi ei wybod..... Ein Gwerthoedd:

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.
Bod yn agored:	Rydym yn anelu at fod yn agored ac yn onest er mwyn datblygu perthynas ymddiriedus.
Hyblygrwydd:	Rydym yn anelu at fod yn hyblyg yn ein ffordd o feddwl a gweithredu er mwyn dod yn sefydliad effeithiol ac effeithlon.
Tegwch:	Rydym yn anelu at ddarparu dewis, cyfleoedd a phrofiadau teg a dod yn sefydliad a adeiladwyd ar gyd-barch.
Caredigrwydd:	Byddwn yn dangos caredigrwydd i bawb yr ydym yn gweithio gyda nhw, gan roi pwysigrwydd perthnasoedd a'r cysylltiadau sydd gennym â'n gilydd wrth wraidd pob rhyngweithio.

Asesiad y Gymraeg:

Mae sgiliau Cymraeg yn ddymunol: Efallai y bydd gofyn i chi ddysgu neu wella eich sgiliau presennol drwy fynychu hyfforddiant iaith Gymraeg i staff sy'n cael ei ariannu gan y Cyngor. Caiff hyn ei weithredu os bydd angen am sgiliau Cymraeg yn y rôl.

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 ddyletsydd i gyflawni eu cyfrifoldebau personol dros ddiogelu.

GWIRIAD GWASANAETH DATGELU A GWAHARDD (GDG)

Mae penodiad i'r swydd hon wedi'i eithrio o'r Ddeddf Adsefydlu Troseddwyr ac mae'n destun y gwiriad GDG canlynol

(b) Gwiriad Manwl gyda Gwiriad Rhestr Wedi'i Wahardd o Blant/Oedolion



Yn ogystal:

Mae penodiad i'r swydd hon wedi'i heithrio o'r Ddeddf Ailsefydlu Troseddwyr ac mae angen gwiriad manwl o'r Gwasanaeth Datgelu a Gwahardd a dau eirda ysgrifenedig addas cyn y penodiad.

Mae'r awdurdod wedi ymrwymo i ddiogelu a hyrwyddo lles plant a phobl ifanc sydd mewn risg o niwed ac mae'n disgwyl i'r holl weithwyr a gwirfoddolwyr rannu'r ymrwymiad hwn.

Mae pob gweithiwr yn gyfrifol am gynnal eu hunain mewn modd sy'n cydymffurfio â Pholisi Cyfle Cyfartal Sir Fynwy yn eu maes cyfrifoldeb eu hunain ac yn eu hymddygiad cyffredinol.

Mae'r awdurdod yn gweithredu polisi Gweithle Di-fwg ac mae'n rhaid i bob cyflogai cydymffurfio â hyn.



Manyleb 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 â'r canlynol:-

GOFYNION	PWYSOLIAD	SUT Y PROFIR
ADDYSG / CYMWYSTERAU / GWYBODAETH		
1.1 Gwybodaeth a dealltwriaeth o gyfrifoldebau Awdurdod Lleol i blant sydd angen gofal, cymorth neu ddiogelu	Canolig	Ffurflen Gais a Chyfweliad
1.2 Rhaid gallu cyfathrebu'n effeithiol, ar lafar ac yn ysgrifenedig.	Uchel	Ffurflen Gais Cyfweliad
1.3 Trwydded yrru lawn.	Uchel	Ffurflen Gais
2. PROFIAD		
2.1 Profiad a dealltwriaeth o ddatblygiad plant, o brofiad proffesiynol.	Uchel	Cyfweliad
2.2 Profiad o weithio gyda phlant, pobl ifanc a theuluoedd sy'n wynebu anawsterau ac a allai fod yn byw oddi cartref.	Uchel	Ffurflen Gais / Cyfweliad
2.3 Profiad o weithio o fewn tîm sy'n rheoli risg a lle mae diogelu plant yn ad-drefnu tîm.	Uchel	Ffurflen Gais / Cyfweliad
2.4 Profiad o weithio mewn partneriaeth â gweithwyr proffesiynol ac asiantaethau eraill.	Uchel	Ffurflen Gais / Cyfweliad
2.5 Profiad o gynnal perthynas i blant a theuluoedd lle mae angen herio.	Uchel	Cyfweliad
2.6 Profiad o ddatrys gwrthdaro.	Uchel	Cyfweliad
2.7 Yn gallu dangos y gallu i werthfawrogi barn, anghenion a dymuniadau unigol pobl ifanc a theuluoedd.	Uchel	Cyfweliad
2.8 Profiad o gadw cofnodion ac ysgrifennu adroddiadau yn amserol ac yn gywir.	Uchel	Cyfweliad
2.9 Profiad a dealltwriaeth a pharchu egwyddorion cyfrinachedd.	Uchel	Cyfweliad
3. CYFLE CYFARTAL		
3.2 Ymrwymiad i Gyfleoedd Cyfartal.	Uchel	Cyfweliad

Os ydych am gael unrhyw wybodaeth bellach am y rôl hon, cysylltwch os gwelwch yn dda â: huwthomas@monmouthshire.gov.uk

Dyddiad Cau: 5pm 23/03/2023