

Come and join the team!

ADVERT

ROLE TITLE: Family Time/Support Worker, Children's Services x2

ADVERT TEXT:

Would you be willing to provide short term support to a family in crisis, perhaps sit with a parent overnight in hospital or call in to check on a child's wellbeing on the weekend?

We are looking for caring, motivated and flexible people to join our team of Family Time/Support Workers. You will work as part of the Family Time Service, a team of creative, supportive and dedicated workers, supervising Family time sessions within our centres, Family homes or within the community. You will be required to undertake welfare visits for families in the evening and on weekends, or support children at home by providing supervision overnight or for shifts during the day. You might be asked to provide supervision for a child in hospital or support a parent with their newborn baby coming out of hospital. You will need great communication skills and a commitment to working collaboratively with all professionals and above all to be kind when families are in crisis. The hours will be flexible and will involve evenings and weekends.

POST ID: SCS303

LOCATION: This role will include travel over the whole of the Monmouthshire area.

GRADE: BAND D SCP 9 – 13 (£25,119 – £26,873) pro rata per annum

Enhanced rates of pay will be paid for any hours worked between 10pm and 6am weekdays, and any hours worked on a weekend/bank holiday.

HOURS: 18.5 hours per week which will include Saturday and/or Sunday (Permanent)
18.5 hours per week which will include Saturday and/or Sunday (Temporary until June 2024)

The hours will be flexible and will include evenings and weekends.

TEMPORARY: No

DBS CHECK: Yes (Disclosure & Barring Service Check)

CLOSING DATE: 5pm on 7th December 2023

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 PROFILE

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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;

- Enhanced with Both Children/Adults Barred List Checks)

RESPONSIBLE TO: Emma Culleton – Family Time Service Team Lead

WELSH LANGUAGE ASSESSMENT:

Welsh language skills are desirable

Children's Services.....Who are we?

Monmouthshire Children's Services are pioneering new ways of working with a new team to deliver our services that we are well placed to meet future challenges. We are continuing to build services that place the voice of children at the heart of what we do.

We want you to join us as we create and develop new initiatives and deliver an excellent service for children and families in Monmouthshire.

Our Purpose:-

The role of the family time service is to enable children and young people to spend time safely with family members and other people who are important to them. We ensure children who are Looked after can spend safe, good quality time with Family

members and other people who are important to them and we also undertake welfare visits and provide supervision for families within the family home and other settings to ensure children and young people are within a safe environment.

The Purpose of this Role:-

To provide supervision and support to children and families through supervised family time, welfare visits to children within the family home or supervision within the home or other settings, this could include supervision for families and their child during a hospital stay. Workers may be needed to provide welfare visits working on a rota basis to ensure children and young people are within a safe environment 24hrs a day. The hours will be flexible and will include evenings and weekends which will be paid at an enhanced rate.

Expectation and Outcomes of this Role:-

We will need you to be able to work alongside children, young people, parents, foster carers and professionals to ensure that children and young people are kept safe at home in a positive and nurturing environment. We may also need you to provide supervision for children to spend good quality and safe time with their parents, siblings and others who are important to them.

As part of a pool of family time/Support workers you may be asked to undertake a range of Family Support activities. There will always be a Manager and/or Social Worker available to provide support and advice and you will be expected to liaise with them whilst you are working. You will be provided with training, supervision and support to enable you to undertake this role effectively.

1. Enable children and young people who are being looked after by the local authority to fully access their right to good quality family time with their parents, brothers and sisters and other people who are important to them. This role may include transporting children from their placements to family time venues.
2. Supervise and facilitate family time by observing interaction between parents/carers and children and making a careful record of observations.
3. Undertake welfare checks with children living at home during evenings, at weekends or on Bank Holidays.
4. Supervise children in the family home or in other setting such as hospital.
5. Provide transport for children/young people for which a mileage allowance is payable.
6. Develop and maintain positive working relationships with children, young people, their parents and family members whilst at all times maintaining appropriate confidentiality and professional boundaries.
7. During supervised Family time, support parents/carers by:-
 - a. Promoting self confidence in the parenting role

- b. Supporting, promoting and encouraging positive relationships between parents and children/young people
 - c. Using opportunities during and following family time to guide, inform and advise parents/carers about parenting and child development thereby helping them develop and improve their patterns of parenting and care
 - d. Support parents/carers in their use of community support systems.
8. Through observations of family time and providing feedback to parents, contribute to parenting assessments and reviewing the effectiveness of care plans.
9. Work with colleagues from other agencies in delivering services to children and their families and work in partnership with all concerned at times of crisis ensuring that the child's Social Worker is kept up to date.
10. Keep accurate written records of work with children and their families and contribute to any reports that are required.
11. Engage appropriately in supervision and access training as required to promote the delivery of a high quality service.
12. Work within the requirements of the Children Acts 1989, 2004 and Social Services and Wellbeing (Wales) Act 2014, and department policies and procedures especially those with regard to equalities, safeguarding, whistleblowing, confidentiality and lone working.

Here's what we can provide you with:-

Monmouthshire will ensure that you have:

- Manageable workloads and quality supervision
- Extensive training to support you in your role
- Support to develop as a family time worker
- Opportunity to be part of a supportive and vibrant team

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.

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:-

REQUIREMENT	WEIGHTING	HOW TESTED (S) USED AT SHORTLISTING
1. EDUCATION/QUALIFICATION/ KNOWLEDGE		
Knowledge and understanding of Local Authority responsibilities with regard to children	Desirable	Interview/application form
2. EXPERIENCE		
- Experience and understanding of child development from either personal or professional experience. - Experience of working with children, young people or families at times of stress. - Experience or understanding of working in partnership with other professionals and agencies. - Experience of resolving conflicts. - Able to demonstrate the ability to value individual views, needs and wishes of young people and families. - Understanding the importance of, and ability to maintain professional boundaries and confidentiality.	Essential	Interview
	Essential	Interview/application form
	Desirable	Interview/application form
	Essential	Interview/application form
	Essential	Interview/application form
	Essential	Interview/application form
3. COMMUNICATION / INTERPERSONAL SKILLS		
Good written and excellent verbal communication skills.	Essential	Interview/application form
Ability to maintain and update clear and concise records and produce clear reports evidencing a good level of written skills	Essential	Interview/application form
4. APTITUDE AND SKILLS		
- Ability to work as a team member - Hopefulness and personal enthusiasm in expressing and selling plans and ideas, by creating a desirable and challenging vision of the future - Full driving licence and access to a car. Business insurance required. - To be computer literate and to demonstrate a willingness to learn new skills - Flexibility and available to work evenings, overnight, weekends, during school holidays and weekdays after school.	Essential	Interview/application form
	Essential	Interview/application form
	Essential	Application form
	Essential	Application form
	Essential	Application form



5. EQUAL OPPORTUNITIES

A commitment to Equal Opportunities and willingness to abide by the Council's Equal Opportunities Policy, including undertaking appropriate equality awareness training

Essential

Interview

6. SPECIAL CIRCUMSTANCES

Appointment to this post will be subject to an **Enhanced** Disclosure Check with the Criminal Records Bureau

Essential

Welsh Language - 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

Desirable

Should you require any further information regarding this post, please contact:
Emma Culleton 07826877287 emmaculleton@monmouthshire.gov.uk or Tracey White 07970035354 traceywhite@monmouthshire.gov.uk

Closing Date: 5pm on 7th December 2023

WELSH LANGUAGE SKILLS FRAMEWORK

LEVEL 1

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.

UNDERSTANDING	SPEAKING	READING	WRITING
➤ 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,	➤ Can pronounce place names and personal names correctly. ➤ Can greet individuals face to face or over the phone ➤ Can open and close a conversation or open and close a meeting.	➤ Can read short sentence, e.g. basic signs, simple instructions, agenda items, simple information on forms	➤ Can open and close an e-mail or letter ➤ Can write personal names, place names, job titles ➤ Can write a simple message to a colleague on paper or e-email, e.g. such and such has called.

LEVEL 2

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.

UNDERSTANDING	SPEAKING	READING	WRITING
➤ Can understand when people speak slowly about everyday situations, e.g. providing personal information, talking about what they have been doing, what they would like to do, how they feel general ➤ Can understand when people ask you do something	➤ Can communicate simple information or ask common questions, e.g. to acquire information from an individual ➤ Can use Welsh to get to and emphasise with the individual but not able to conduct the entire conversation or session in Welsh ➤ Can hold a short conversation with an individual or exchange relatively straightforward information ➤ Can contribute to a meeting, but need to revert to English for specialist terms.	➤ 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	➤ Can write a short message to a colleague asking a question, thanking her/him, explaining something, e.g. time and place of a meeting ➤ Can write a short letter or e-mail to arrange an appointment

LEVEL 3

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.

UNDERSTANDING	SPEAKING	READING	WRITING
➤ Can understand individuals and colleagues when exchanging information or discussing plans, if the subject is familiar. ➤ Can understand a discussion at a meeting if the subject is familiar. ➤ Can understand individuals and colleagues in a familiar situation or in everyday conversation.	➤ Can take part in most conversations with colleagues about work and plans if the vocabulary is not too technical. ➤ Can hold a conversation with an individual or exchanging relatively straightforward information. ➤ Can contribute to a meeting but need to revert to English for specialist terms. ➤ Can adapt the style of language to suit the audience.	➤ Can understand most e-mail messages or letters concerning day to day work. ➤ Can guess the meaning of a word based on context if the subject is familiar. ➤ Can read a simple, straightforward article in a newspaper or magazine types of written material.	➤ Can write a letter or e-mail to an individual, or colleague about most topics in order to request something; provide an explanation; describe an experience or situation; invite people or organise an event. ➤ Can write relatively accurately when drafting a short information leaflet or poster in Welsh as required.

LEVEL 4

Can usually follow most conversations or discussions, even on unfamiliar topics, Can talk confidently with fluent speakers about familiar subjects relating to work, and an express an opinion, take part in discussion, and talk extensively about general topics, e.g. in meetings or one-to-one situations with individuals. Can understand most correspondence, newspaper articles and reports intended for fluent speakers with the aid of Welsh language resources and can scan long texts to find details. Can complete forms and write reports relating to work and respond accurately.

UNDERSTANDING	SPEAKING	READING	WRITING
➤ Can follow most conversations and discussions with individuals or colleagues even if the subject matter is unfamiliar.	➤ Can contribute effectively to internal and external meetings in a work context. ➤ Can converse comfortably with individuals and exchange information as required. ➤ Can argue for and against a specific case. ➤ Can chair meetings and answer questions from the chair confidently.	➤ Can read most correspondence and scan long texts to find details. ➤ Can understand most newspaper articles and reports with the aid of a dictionary. ➤ Can understand texts, unless written in a very formal or colloquial form.	➤ Can produce correspondence of all types, short reports, documents and literature with support of Welsh language translation aids eg. Cysgeir, cysill.

LEVEL 5

Can understand everything that is being said. Can talk extensively about complex issues, presenting difficult information and can facilitate and summarise extended or complex discussions. Can summarise information from different sources (orally and in writing) and present it in a coherent way. Can express themselves spontaneously, fluently and in detail, adapting the language to suit the audience.

UNDERSTANDING	SPEAKING	READING	WRITING
➤ Can follow all conversations and discussions with individuals or colleagues. ➤ Can understand the ambiguity and nuance of language.	➤ Can express yourself fully in detail, even when discussing complex issues. ➤ Can adapt the style and register of your language to suit the audience.	➤ Can read and understand almost all written texts without difficulty, referring to a dictionary occasionally. ➤ Can read long texts to find relevant details and can understand most types of written material.	➤ Can write reports in a clear style appropriate to the reader with the support of electronic language aids. ➤ Can write formal or informal Welsh as required. ➤ Can write a range of documents accurately and with confidence.

Dewch i ymuno â'r tîm!

HYSBYSEB

TEITL Y RÔL: Gweithiwr Amser Teulu/Cymorth, Gwasanaethau Plant x2

TESTUN YR HYSBYSEB:

A fydddech chi'n fodlon rhoi cymorth tymor byr i deulu sydd mewn argyfwng, efallai eistedd gyda rhiant dros nos yn yr ysbyty neu alw heibio i wirio lles plentyn ar y penwythnos?

Rydym yn chwilio am bobl ofalgar, brwdfrydig a hyblyg i ymuno â'n tîm Gweithwyr Amser Teulu/Cymorth. Byddwch yn gweithio fel rhan o'r Gwasanaeth Amser Teulu, tîm o weithwyr creadigol, cefnogol ac ymroddedig, yn goruchwyllo sesiynau amser i deuluoedd yn ein canolfannau, cartrefi teuluol neu yn y gymuned. Bydd gofyn i chi gynnal ymweliadau lles i deuluoedd gyda'r nos ac ar benwythnosau, neu gefnogi plant gartref trwy roi goruchwyliaeth dros nos neu am sifftiau yn ystod y dydd. Efallai y gofynnir i chi roi goruchwyliaeth i blentyn mewn ysbyty neu gefnogi rhiant gyda'u baban newydd-anedig yn dod allan o'r ysbyty. Bydd angen sgiliau cyfathrebu gwyd arnoch chi, ac ymrwymiad i weithio ar y cyd â'r holl weithwyr proffesiynol, ac yn fwy na dim i fod yn garedig pan fydd teuluoedd mewn argyfwng. Bydd yr oriau yn hyblyg ac yn cynnwys nosweithiau a phenwythnosau.

RHIF ADNABOD Y SWYDD: SCS303

LLEOLIAD: Bydd y rôl hon yn cynnwys teithio ledled ardal Sir Fynwy gyfan.

GRADD: BAND D SCP 9 – 13 (£25,119 – £26,873) pro rata'r flwyddyn

Bydd cyfraddau tâl uwch yn cael eu talu am unrhyw oriau a weithir rhwng 10pm a 6am yn ystod yr wythnos, ac unrhyw oriau a weithir ar benwythnos/gŵyl y banc.

ORIAU: 18.5 awr yr wythnos a fydd yn cynnwys dydd Sadwrn a/neu ddydd Sul (parhaol)
18.5 awr yr wythnos, a fydd yn cynnwys dydd Sadwrn a/neu ddydd Sul (Dros dro tan fis Mehefin 2024)

Bydd yr oriau'n hyblyg ac yn cynnwys nosweithiau a phenwythnosau.

DROS DRO: Na

A oes angen Gwiriad Gwasanaeth Datgelu a Gwahardd? Oes
(Gwiriad Gwasanaeth Datgelu a Gwahardd)

DYDDIAD CAU: 5pm 7fed Rhagfyr 2023



Gwybodaeth Ychwanegol

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 Awtistiaeth ac wedi ymrwymo 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

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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:

- Gwiriad Manwl gyda Gwiriad Rhestr Wedi'i Wahardd o Blant/Oedolion

YN ATEBOL I: Emma Culleton – Arweinydd Tîm Amser Teulu

ASESIAD Y GYMRAEG:

Mae sgiliau yn y Gymraeg yn ddymunol.

Gwasanaethau Plant Pwy ydym ni?

Mae Gwasanaethau Plant Sir Fynwy yn arloesi ffyrdd newydd o weithio gyda thîm newydd i ddarparu ein gwasanaethau yr ydym mewn sefyllfa dda i ymateb i heriau'r dyfodol. Rydym yn parhau i adeiladu gwasanaethau sy'n rhoi llais plant wrth wraidd yr hyn a wnawn.

Rydym am i chi ymuno â ni wrth i ni greu a datblygu mentrau newydd a darparu gwasanaeth rhagorol i blant a theuluoedd yn Sir Fynwy.

Ein Pwrpas:-

Rôl y gwasanaeth amser teulu yw galluogi plant a phobl ifanc i dreulio amser yn ddiogel gydag aelodau o'r teulu a phobl eraill sy'n bwysig iddynt. Rydym yn sicrhau bod plant sy'n Derbyn Gofal yn gallu treulio amser diogel o ansawdd da gydag aelodau'r teulu a phobl eraill sy'n bwysig iddyn nhw, ac rydym hefyd yn cynnal

ymweliadau lles a darparu goruchwyliaeth i deuluoedd o fewn cartref y teulu a lleoliadau eraill i sicrhau bod plant a phobl ifanc o fewn amgylchedd diogel.

Pwrpas y Rôl hon:-

I roi goruchwyliaeth a chefnogaeth i blant a theuluoedd drwy amser teulu dan oruchwyliaeth, ymweliadau lles â phlant o fewn y cartref neu oruchwyliaeth yn y cartref neu leoliadau eraill, gallai hyn gynnwys goruchwyliaeth i deuluoedd a'u plentyn yn ystod arhosiad ysbyty. Efallai y bydd angen gweithwyr i ddarparu ymweliadau lles gan weithio ar sail rota i sicrhau bod plant a phobl ifanc mewn amgylchedd diogel 24 awr y dydd. Bydd yr oriau'n hyblyg ac yn cynnwys nosweithiau a phenwythnosau, a fydd yn cael eu talu ar gyfradd uwch.

Disgwyliadau a Chanlyniadau'r Rôl hon:-

Bydd angen i chi allu gweithio ochr yn ochr â phlant, pobl ifanc, rhieni, gofalwyr maeth a gweithwyr proffesiynol i sicrhau bod plant a phobl ifanc yn cael eu cadw'n ddiogel gartref mewn amgylchedd cadarnhaol a meithringar. Efallai y byddwn hefyd angen i chi ddarparu goruchwyliaeth i blant i dreulio amser o ansawdd da a diogel gyda'u rhieni, brodyr a chwiorydd ac eraill sy'n bwysig iddynt.

Fel rhan o gronfa o weithwyr amser teulu/cymorth mae'n bosib y gofynnir i chi ymgymryd ag amrywiaeth o weithgareddau Cymorth i Deuluoedd. Bydd Rheolwr a/neu Weithiwr Cymdeithasol ar gael bob amser i roi cymorth a chynghor a bydd disgwyl i chi gysylltu â nhw wrth i chi weithio. Byddwch yn derbyn hyfforddiant, goruchwyliaeth a chefnogaeth i'ch galluogi i ymgymryd â'r rôl hon yn effeithiol.

1. Galluogi plant a phobl ifanc sy'n derbyn gofal gan yr awdurdod lleol i gael mynediad llawn i'w hawl i amser teulu o ansawdd da gyda'u rhieni, eu brodyr a'u chwiorydd a phobl eraill sy'n bwysig iddynt. Gallai'r rôl hon gynnwys cludo plant o'u lleoliadau i leoliadau amser teulu.
2. Goruchwyllo a hwyluso amser teulu drwy arsylwi'r rhyngweithio rhwng rhieni/gofalwyr a phlant a gwneud cofnod gofalus o'r arsylwadau.
3. Cynnal gwiriadau lles gyda phlant sy'n byw gartref yn ystod nosweithiau, ar benwythnosau neu ar Wyl y Banc.
4. Goruchwyllo plant yng nghartref y teulu neu mewn lleoliad arall megis ysbyty.
5. Darparu cludiant i blant/pobl ifanc, y mae modd talu lwfans milltiroedd ar ei gyfer.
6. Datblygu a chynnal perthynas waith gadarnhaol gyda phlant, pobl ifanc, eu rhieni ac aelodau o'u teulu wrth gynnal cyfrinachedd a ffiniau proffesiynol priodol bob amser.
7. Cefnogi rhieni/gofalwyr yn ystod amser teulu drwy'r canlynol:-
 - a. Hybu hunanhyder yn y rôl rhianta
 - b. Cefnogi, hyrwyddo ac annog perthynas gadarnhaol rhwng rhieni a phlant/pobl ifanc



- c. Defnyddio cyfleoedd yn ystod ac ar ôl amser teulu i arwain, hysbysu a chynghori rhieni/gofalwyr am rianta a datblygiad plant gan eu helpu i ddatblygu a gwella eu patrymau rhianta a gofal
 - d. Cefnogi rhieni/gofalwyr i ddefnyddio systemau cymorth cymunedol.
8. Trwy arsylwi amser teulu a rhoi adborth i rieni, cyfrannu at asesiadau rhianta ac adolygu effeithiolrwydd cynlluniau gofal.
 9. Gweithio gyda chydweithwyr o asiantaethau eraill wrth ddarparu gwasanaethau i blant a'u teuluoedd a gweithio mewn partneriaeth â phawb dan sylw ar adegau o argyfwng gan sicrhau bod Gweithiwr Cymdeithasol y plentyn yn cael ei gadw'n hysbys.
 10. Cadw cofnodion ysgrifenedig cywir o waith gyda phlant a'u teuluoedd a chyfrannu at unrhyw adroddiadau sydd eu hangen.
 11. Cymryd rhan briodol mewn goruchwyliaeth a chael mynediad at hyfforddiant yn ôl yr angen i hyrwyddo'r gwaith o ddarparu gwasanaeth o ansawdd uchel.
 12. Gweithio o fewn gofynion Deddfau Plant 1989, 2004 a Deddf Gwasanaethau Cymdeithasol a Llesiant (Cymru) 2014, a pholisïau a gweithdrefnau'r adran, yn enwedig y rhai sy'n ymwneud â chydaddoldeb, diogelu, chwythu'r chwiban, cyfrinachedd a gweithio ar eich pen eich hun.

Dyma beth y gallwn ei rhoi i chi:-

Bydd Sir Fynwy yn sicrhau eich bod wedi:

- Llwyth gwaith y gellir ei reoli a goruchwyllo ansawdd
- Hyfforddiant helaeth i'ch cefnogi yn eich rôl
- Cymorth i ddatblygu fel gweithiwr amser teulu
- Cyfle i fod yn rhan o dîm cefnogol a bywiog

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.

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.

A bydd y rôl hon yn gweithio gyda Sir Fynwy i gyflawni'r rhain.

Yn ogystal:

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:-

GOFYNIAD	PWYSOLIAD	SUT YSTYRIR (S) DEFNYDDIR AR GYFER Y RHESTR FER
1. ADDYSG / CYMWYSTERAU / GWYBODAETH		
Gwybodaeth a dealltwriaeth o gyfrifoldebau Awdurdodau Lleol o ran plant	Dymunol	Cyfweliad / Ffurflen Gais
2. PROFIAD		
Profiad a dealltwriaeth o ddatblygiad plant o brofiad personol neu broffesiynol.	Hanfodol	Cyfweliad
Profiad o weithio gyda phlant, pobl ifanc neu deuluoedd ar adegau o straen.	Hanfodol	Cyfweliad / Ffurflen Gais
Profiad neu ddealltwriaeth o weithio mewn partneriaeth â gweithwyr proffesiynol ac asiantaethau eraill.	Dymunol	Cyfweliad / Ffurflen Gais
Profiad o ddatrys gwrthdaro.	Hanfodol	Cyfweliad / Ffurflen Gais
Yn gallu dangos y gallu i werthfawrogi barn, anghenion a dymuniadau unigol pobl ifanc a theuluoedd.	Hanfodol	Cyfweliad / Ffurflen Gais
Deall pwysigrwydd, a'r gallu i gynnal ffiniau proffesiynol a chyfrinachedd.	Hanfodol	Cyfweliad / Ffurflen Gais
3. CYFATHREBU / SGILIAU RHYNGBERSONOL		
Sgiliau cyfathrebu ysgrifenedig da a sgiliau llafar rhagorol.	Hanfodol	Cyfweliad / Ffurflen Gais
Yn gallu i gynnal a diweddarw cofnodion clir a chryno a chynhyrchu adroddiadau clir sy'n dangos lefel dda o sgiliau ysgrifenedig.	Hanfodol	Cyfweliad / Ffurflen Gais
4. DONIAU A SGILIAU		
Gallu gweithio fel aelod tîm.	Hanfodol	Cyfweliad / Ffurflen Gais
Gobaith a brwdfrydedd personol wrth fynegi a gwerthu cynlluniau a syniadau, trwy greu gweledigaeth ddymunol a heriol o'r dyfodol.	Hanfodol	Cyfweliad / Ffurflen Gais
Trwydded yrru lawn a char i'w ddefnyddio at ddibenion gwaith. Mae angen yswiriant busnes.	Hanfodol	Ffurflen gais
Bod yn llythrennog ar gyfrifiadur a dangos parodrwydd i ddysgu sgiliau newydd.	Hanfodol	Ffurflen gais
Hyblygrwydd ac ar gael i weithio ar nosweithiau, dros nos, penwythnosau, yn ystod gwyliau ysgol a dyddiau'r wythnos ar ôl ysgol.	Hanfodol	Ffurflen gais



5. CYFLE CYFARTAL		
Ymrwymiad i Gyfle Cyfartal a pharodrwydd i gadw at Bolisi Cyfle Cyfartal y Cyngor, gan gynnwys ymgymryd â hyfforddiant priodol ar ymwybyddiaeth o gydraddoldeb	Hanfodol	Cyfweliad
6. AMGYLCHIADAU ARBENNIG		
Mae penodiad i'r swydd hon yn destun Gwiriad Datgeliad Manwl gyda'r Gwasanaeth Datgelu a Gwahardd.	Hanfodol	
Yr Iaith Gymraeg - Efallai y bydd gofyn i chi ddysgu neu wella eich sgiliau presennol drwy fynychu hyfforddiant iaith Gymraeg staff a ariennir gan y cyngor. Caiff hyn ei weithredu os bydd angen am sgiliau Cymraeg yn y rôl.	Dymunol	

Os ydych am gael unrhyw wybodaeth bellach am y rôl hon, mae croeso i chi gysylltu â: Emma Culleton 07826877287
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Dyddiad Cau: 5pm 7fed Rhagfyr 2023

FFRAMWAITH SGILIAU IAITH GYMRAEG

LEFEL 1

Gall ddeall ymadroddion sylfaenol bob dydd os yw'r siaradwr yn siarad yn araf ac yn glir ac yn fodlon helpu. Gall gyflwyno ei hunan ac eraill a gall ofyn ac ateb cwestiynau am wybodaeth sylfaenol e.e. unigolyn yn gofyn am weld rhywun, ble mae cyfarfod xxx, toiled ac yn y blaen. Gall drosglwyddo galwadau ffôn, cyfleu neges fer neu wneud cais syml e.e. drwy e-bost.

DEALL	SIARAD	DARLLEN	YSGRIFENNU
➤ Gall ddeall cwestiynau syml: lle mae cyfarfod xxx, pwy yw'r person y dymunant ei weld. Gall ddeall i bwy i drosglwyddo galwad ffôn ac yn y blaen.	➤ Gall ynganu enwau lleoedd ac enwau personol yn gywir. ➤ Gall gyfarch unigolion wyneb yn wyneb neu dros y ffôn. ➤ Gall agor a chau sgwrs neu agor a chau cyfarfod.	➤ Gall ddarllen brawddeg fer, e.e. arwyddion syml, cyfarwyddiadau syml, eitemau agenda, gwybodaeth syml ar ffurflenni.	➤ Gall agor a chau neges e-bost neu lythyr. ➤ Gall ysgrifennu enwau personol, enwau lleoedd, teitlau swyddi. ➤ Gall ysgrifennu neges syml i gydweithiwr ar bapur neu e-bost e.e. mae hwn a hon wedi galw.

LEFEL 2

Gall ddeall brawddegau pan mae pobl yn siarad am sefyllfaoedd bob dydd, e.e. gwybodaeth bersonol a theuluol syml. Gall gynnal sgwrs sylfaenol gyda rhywun i gael neu gyfnewid gwybodaeth syml, e.e. trafod sut mae person yn teimlo; rhywbeth a ddigwyddodd; cynllun syml ar gyfer y dyfodol. Gall ysgrifennu a deall negeseuon mewn llythyrau neu negeseuon e-bost yn disgrifio materion cyfarwydd ac ysgrifennu mewn brawddegau byr.

DEALL	SIARAD	DARLLEN	YSGRIFENNU
➤ Gall ddeall pan mae pobl yn siarad yn araf am sefyllfaoedd bob dydd e.e. rhoi gwybodaeth bersonol, siarad am beth fuont yn ei wneud, yr hyn yr hoffent ei wneud, sut y teimlant yn gyffredinol. ➤ Gall ddeall pan mae pobl yn gofyn iddynt wneud rhywbeth.	➤ Gall gyfathrebu gwybodaeth syml neu ofyn cwestiynau cyffredin, e.e. cael gwybodaeth gan unigolion. ➤ Gall ddefnyddio'r Gymraeg i gyrraedd a dangos empathi gydag unigolyn ond dim i gynnal yr holl sgwrs neu sesiwn yn y Gymraeg. ➤ Gall gynnal sgwrs fer gydag unigolyn neu gyfnewid gwybodaeth cymharol syml. ➤ Gall gyfrannu at gyfarfod ond bydd angen troi i'r Saesneg ar gyfer termau arbenigol.	➤ Gall ddarllen negeseuon byr a rhai llythyrau neu negeseuon e-bost, e.e. rhai sy'n gwneud cais neu'n gofyn am gyfleu neges.	➤ Gall ysgrifennu neges fer at gydweithiwr yn gofyn cwestiwn, yn diolch iddo/iddi, esbonio rhywbeth e.e. amser a lle cyfarfod. ➤ Gall ysgrifennu llythyr neu neges e-bost byr i drefnu apwyntiad.

LEFEL 3:

Gall ddeall y prif bwyntiau pan mae unigolyn neu gydweithiwr yn siarad am bynciau cyfarwydd e.e. yn ystod sgwrs neu gyfarfod grŵp bach. Gall gynnal sgysiau estynedig gyda siaradwyr rhugl am bynciau cyfarwydd yn ymwneud â gwaith bob dydd. Gall ddisgrifio profiadau a digwyddiadau a rhoi esboniadau am a rhesymau cryno am farnau a chynlluniau. Gall ddarllen erthyglau, llythyrau neu negeseuon e-bost am bynciau cyffredinol. Gall ysgrifennu llythyrau neu negeseuon e-bost am y rhan fwyaf o bynciau, e.e. yn gofyn am rywbeth; rhoi gwybodaeth; gwahodd rhywun neu drefnu digwyddiad.

DEALL	SIARAD	DARLLEN	YSGRIFENNU
➤ Gall ddeall unigolion a chydweithwyr wrth gyfnewid gwybodaeth neu drafod cynlluniau, os yw'r pwnc yn gyfarwydd. ➤ Gall ddeall trafodaeth mewn cyfarfod os yw'r pwnc yn gyfarwydd. ➤ Gall ddeall unigolion a chydweithwyr mewn sefyllfa gyfarwydd neu mewn sgwrs bob dydd.	➤ Gall gymryd rhan yn y rhan fwyaf o sgysiau gyda chydweithwyr am waith a chynlluniau os nad yw'r eirfa yn rhy dechnegol. ➤ Gall gynnal sgwrs gydag unigolyn neu gyfnewid gwybodaeth cymharol syml. ➤ Gall gyfrannu at gyfarfod ond gall fod angen troi i'r Saesneg am dermau arbenigol. ➤ Gall addasu cywair iaith i weddu i'r gynulleidfa.	➤ Gall ddeall y rhan fwyaf o negeseuon e-bost neu llythyrau'n ymwneud â gwaith dydd i ddydd. ➤ Gall ddyfalu ystyr gair yn seiliedig ar gyd-destun os yw'r pwnc yn gyfarwydd. ➤ Gall ddarllen erthygl syml a rhwydd mewn papurau newydd neu fathau o ddeunydd ysgrifenedig mewn cylchgrawn.	➤ Gall ysgrifennu llythyr neu neges e-bost at unigolyn neu gydweithiwr am y rhan fwyaf o bynciau er mwyn gofyn am rywbeth; rhoi esboniad; disgrifio profiad neu sefyllfa; gwahodd pobl neu drefnu digwyddiad. ➤ Gallu ysgrifennu'n gymharol gywir wrth ddrafftio taflen wybodaeth fer neu boster yn Gymraeg fel bo'r angen.

LEFEL 4

Gall fel arfer ddilyn y rhan fwyaf o sgysiau neu drafodaethau, hyd yn oed ar bynciau anghyfarwydd. Gall siarad yn hyderus gyda siaradwyr rhugl am bynciau cyfarwydd yn ymwneud â gwaith, a mynegi barn, cymryd rhan mewn trafodaeth a siarad yn helaeth am bynciau cyffredinol e.e. mewn cyfarfodydd neu sefyllfaoedd un-i-un gydag unigolion. Gall ddeall y rhan fwyaf o ohebiaeth, erthyglau papur newydd ac adroddiadau a fwriedir ar gyfer siaradwyr rhugl gyda chymorth adnoddau Cymraeg a gall fwrw golwg dros destunau hir i ganfod manylion. Gall lenwi ffurflenni ac ysgrifennu adroddiadau'n ymwneud â gwaith ac ymateb yn gywir.

DEALL	SIARAD	DARLLEN	YSGRIFENNU
➤ Gall ddilyn y rhan fwyaf o sgysiau a thrafodaethau gydag unigolion neu gydweithwyr hyd yn oed os yw'r deunydd pwnc yn anghyfarwydd.	➤ Gall gyfrannu'n effeithlon at gyfarfodydd mewnol ac allanol mewn cyd-destun gwaith. ➤ Gall sgwrsio'n gysurus gydag unigolion a chyfnewid gwybodaeth fel sydd angen. ➤ Gall ddadlau dros ac yn erbyn achos penodol. ➤ Gall gadeirio cyfarfodydd ac ateb cwestiynau o'r gadair yn hyderus.	➤ Gall ddarllen y rhan fwyaf ohebiaeth a bwrw golwg ar destunau hir i ganfod manylion. ➤ Gall ddeall y rhan fwyaf o erthyglau ac adroddiadau papur newydd gyda chymorth geiriadur. ➤ Gall ddeall testunau, os na ysgrifennwyd mewn dull ffurfiol iawn neu dafodieithol.	➤ Yn gallu cynhyrchu gohebiaeth o bob math, adroddiadau, dogfennau a llenyddiaeth byr gyda chymorth cymhorthion cyfieithu Cymraeg ee. Cysgeir, Cysill.

LEFEL 5

Gall ddeall popeth a gaiff ei ddweud. Gall siarad yn helaeth am faterion cymhleth, gan gyflwyno gwybodaeth anodd a gall hwyluso a chrynhai trafodaethau estynedig neu gymhleth. Gall grynhoi gwybodaeth o wahanol ffynonellau (yn llafar ac yn ysgrifenedig) a'i chyflwyno mewn modd cydlynus. Gall fynegi ei hunan yn fyrfyfyr, rhugl ac yn fanwl, gan addasu'r iaith i weddu i'r gynulleidfa.

DEALL	SIARAD	DARLLEN	YSGRIFENNU
➤ Gall ddilyn pob sgwrs a thrafodaeth gydag unigolion neu gydweithwyr. ➤ Gall ddeall amwysedd a naws iaith.	➤ Gall fynegi ei hunan yn fanwl, hyd yn oed wrth drafod materion cymhleth. ➤ Gall addasu arddull a chywair yr iaith i weddu i'r gynulleidfa.	➤ Gall ddarllen a deall bron bob testun ysgrifenedig heb anhawster, gan ddefnyddio geiriadur yn achlysurol. ➤ Gall ddarllen testunau hir i ganfod manylion perthnasol a gall ddeall y rhan fwyaf o fathau o ddeunydd ysgrifenedig.	➤ Gall ysgrifennu adroddiadau mewn arddull glir addas i'r darlennydd gyda chefnogaeth offer cymorth iaith electronig. ➤ Gall ysgrifennu Cymraeg ffurfiol neu anffurfiol yn ôl yr angen. ➤ Gall ysgrifennu ystod o ddogfennau yn gywir ac yn hyderus.