



Support Worker Gweithiwr Cymorth

JOB DESCRIPTION

Title Support Worker

Area Base To be determined, depending on the needs of the service.

Salary:

£13,344 pro rata pa, age 18-24

£13, 824 pro rata pa, age 25+

(Not including any overtime worked or overnight allowance)

A **TOIL** system operates

Overnight Allowance are as follows:

Employees Under 25: £55.60 Over 25: £57.60

*Some services vary in duration and allowance. You will be notified of this upon commencement of employment

Hours of work Rota based, on individual need, as provided for in the care plan. This will include working during the evenings, weekends, bank holidays, waking nights, overnight allowances and telecare response working.

Responsible to: The Support Worker is accountable to the House Manager

Job Summary To enable Service Users to live full and enriched ordinary lives.

Main Duties:

1. Safeguarding/ Ordinary Life and Outcomes.

1.1 To contribute to, and work with Service Users, external professionals, family and other relevant people in the implementation of the care plan.

1.2 To support Service Users to maintain their emotional and physical needs. This may involve assisting Service Users to maintain personal hygiene and carry out personal care.

1.3. To understand the principles of safeguarding and the undertake the required reporting procedures.

1.4. To report and record, using the management system, all accidents, incidents, occurrences or near misses on the appropriate forms, and contribute to and adhere to the risk assessments.

1.5 To promote positively Service Users' risk taking in accordance with independence, ordinary living and inclusion and monitor outcomes.

1.6 To ensure that all paperwork in relation to the service is completed accurately and comprehensively and in a timely manner.

1.7. To be accountable for, and administer medication to Service Users, according to their care plan and in accordance with training, policy and individuals' guidelines.

1.8 To meet Food Safety requirements when providing food and drink for people in accordance with the requirements of the Care Standards Act, and to respect each Service Users' dietary requirements.

1.9 To support Service Users with their household to include cooking, cleaning, shopping and personal finances.

1.10 To attend and take part in Service Users' activities as per care plan, to ensure maximum participation.

1.11 To actively embody Company values and contribute towards the attainment of the Mission Statement of Anheddau, which is "Commit, Empower and Excel".

1.12 To empower service users to take an active part in service related activities such as recruitment and service user involvement by encouraging involvement with the 'Be Involved' initiative and 'Our Voice' Newsletter.

1.13 To support independence in the tasks of 'Ordinary living' by implementing the care plan.

1.14 Support Service Users to access and use information about services and facilities to maximise community inclusion.

1.15. To provide Active Support methods, to include: not doing tasks 'for' a Service User but 'supporting' the Service User to complete the task. Person Centred Active Support means working with Service Users so that they can take part in all the activities of everyday life, no matter what their needs are.

1.16 To complete the Anheddau Induction Programme, to include completion of the Social Care Induction Framework (SCiF) core training and bespoke training, annually. To complete QCF level 2 once the probationary period is confirmed.

2. Responsibility and Accountability

2.1 To be accountable for and administer medication to Service Users according to their care plan and in accordance with policy, training and specific Service User guidelines.

2.2. To support Service Users with multiple conditions and complex needs in a diverse and anti discriminatory manner.

2.3 To ensure that good relations with Service Users' family, friends, neighbours, and the local community are developed and maintained.

2.4 To adhere to Anheddau policy and procedure at all times.

2.5 Support and implement Person Centered Planning thinking and planning by contributing to the development of plans, completing the appropriate monitoring paperwork and continually contribute to reviews as and when appropriate, to include outcomes and feedback any changes to the rest of the team.

2.6 To attend and participate in all staff meetings as part of contractual hours

2.7 To contribute to ensuring positive team dynamics.

2.8 To attend and participate in training events in order to enhance and develop your skills in accordance with legislative requirements and those of the Care Council for Wales.

2.9 To undertake shadow shifts in other services prior to covering shifts.

2.10 To undertake such duties as may be allocated by the House Manager being commensurate with the level of responsibility expected of a Support Worker.

PERSON SPECIFICATION

Support Worker

| | Essential | Desirable |
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| Education and Qualifications | | <p>National Standards for Adult Literacy/Numeracy at Level 1</p> <p>Minimum of L2 Diploma in Health & Social Care</p> <p>GCSE Level C or above in Welsh, English and Maths</p> |
| Knowledge | <p>An understanding of the difference between care and support</p> <p>An awareness of your duty of care in health and social care</p> | <p>An awareness of the principles of safeguarding in health and social care</p> <p>An understanding of Person Centred Planning</p> <p>An awareness of the citizen directed support agenda in health and social care</p> <p>A working understanding</p> |

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| | | <p>of the Social Care Induction Framework (SCIF)</p> <p>A working understanding of the agreed Code of Practice for Social Care Workers</p> |
| Experience | <p>Experience of engaging with people at all levels (this may come from your home, work or social life)</p> | <p>Experience of Personal Care</p> <p>Experience of Challenging Behaviour</p> <p>Experience of working with people with support needs</p> |
| Skill | <p>The ability to read understand and record information.</p> <p>The ability to respond appropriately to situations.</p> <p>Ability to work as part of a team or on your own initiative whilst maintaining the requirements of the care plan.</p> <p>Being able to carry out ordinary household tasks.</p> <p>The ability to interpret and implement the care plan.</p> | <p>A full clean driving license</p> <p>Ability to communicate through the medium of Welsh (in accordance with the requirements of the service users this is an essential requirement in some services)</p> |
| Behaviour | <p>Commitment to personal and professional development</p> | |

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| | <p>Recognition that the work involves evening, weekend work, sleep ins and bank holidays</p> <p>A commitment to the principles of respect, dignity and professional conduct.</p> <p>Professional boundaries.</p> <p>Take personal responsibility for reporting any concerns.</p> <p>A commitment to the core values of the Organisation.</p> | |
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Reviewed June 2014

DISGRIFIAD O'R SWYDD

Teitl Gweithiwr Cymorth

Gweithle canolog I'w benderfynu, ar sail anghenion y gwasanaeth.

Cyflog:

£13,344 pro rata yr flwyddyn, oedran 18-24

£13, 824 pro rata yr flwyddyn, oed 25+

(Heb gynnwys unrhyw gweithio oramser neu lwfans dros nos)

Mae system **TOIL** yn gweithredu

Lwfans Dros Nos fel y canlynol:

Gweithwyr o dan 25: £55.60 Dros 25: £57.60

*Mae rhai gwasanaethau yn amrywio o ran hyd a lwfans. Cewch eich hysbysu o hyn ar ddechrau'r gyflogaeth

Oriau gwaith Ar sail rota ac angen unigolion, fel y nodir yn y cynllun gofal. Bydd hyn yn cynnwys gweithio gyda'r nos, ar y penwythnos, gwyliau'r banc, lwfans dros nos a gwaith ymateb teleofal.

Yn atebol i: Mae'r Gweithiwr Gofal yn atebol i'r Rheolwr Tŷ.

Crynodeb o'r Swydd Galluogi Defnyddwyr y Gwasanaeth i fyw bywydau llawn a chyfoethog.

Y Prif Ddyletswyddau:

1. Diogelu/Bywyd Bob Dydd a Chanlyniadau.

1.1 Cyfrannu a chydweithio â Defnyddwyr y Gwasanaeth, gweithwyr proffesiynol

allanol, teulu a phobl berthnasol eraill wrth weithredu'r cynllun gofal.

1.2 Cefnogi Defnyddwyr y Gwasanaeth i gynnal eu hanghenion emosiynol a chorfforol. Gall hyn gynnwys rhoi cymorth gyda glendid personol i Ddefnyddwyr y Gwasanaeth a rhoi gofal personol.

1.3. Deall egwyddorion diogelu, a dilyn y gweithdrefnau angenrheidiol ar gyfer rhoi gwybod am faterion.

1.4. Gan ddefnyddio'r system rheoli, rhoi gwybod am bob damwain, digwyddiad neu broblem a fu bron â digwydd, a'u cofnodi ar y ffurflenni priodol, a chyfrannu at yr asesiadau risg a'u dilyn.

1.5 Mynd ati i annog Defnyddwyr y Gwasanaeth i gymryd risg yn unol ag annibyniaeth, byw bob dydd, a monitro'r canlyniadau.

1.6 Sicrhau bod y gwaith papur am y gwasanaeth yn cael ei lenwi'n gywir a chyflawn, a hynny mewn da bryd.

1.7. Bod yn gyfrifol am feddyginiaeth a'i rhoi i Defnyddwyr y Gwasanaeth, a hynny yn unol â'u cynllun gofal ac yn unol â'r hyfforddiant, y polisi a chanllawiau'r unigolyn.

1.8 Bodloni'r gofynion Diogelwch Bwyd wrth ddarparu bwyd a diod i bobl, a hynny yn unol â gofynion y Ddeddf Safonau Gofal, a pharchu gofynion deietegol pob Defnyddiwr Gwasanaeth.

1.9 Rhoi cymorth i Ddefnyddwyr y Gwasanaeth gyda gwaith tŷ, gan gynnwys coginio, glanhau, siopa a rheoli arian personol.

1.10 Mynychu a chymryd rhan yng ngweithgareddau Defnyddwyr y Gwasanaeth yn ôl y cynllun gofal er mwyn cymryd rhan gymaint â phosib.

1.11 Ymgorffori gwerthoedd y Cwmni a chyfrannu at gyflawni Datganiad Cenhadaeth Anheddau, sef "Ymroddi, Galluogi, Rhagori".

1.12 Galluogi defnyddwyr y gwasanaeth i gymryd rhan mewn gweithgareddau sy'n gysylltiedig â'r gwasanaeth, megis recriwtio, a'u hannog i gymryd rhan yn y fenter 'Cymerwch ran' a'r Cylchlythyr 'Ein Llais'.

1.13 Cefnogi annibyniaeth yn y tasgau 'Byw bob dydd' drwy weithredu'r cynllun gofal.

1.14 Rhoi cymorth i Ddefnyddwyr y Gwasanaeth gael a defnyddio gwybodaeth am wasanaethau a chyfleusterau er mwyn bod yn rhan o'r gymuned gymaint â phosib.

1.15. Darparu dulliau Cymorth Gweithredol, gan gynnwys: peidio â gwneud tasgau 'er mwyn' Defnyddiwr y Gwasanaeth ond 'rhoi cymorth' i Ddefnyddiwr y Gwasanaeth i gyflawni'r dasg. Mae Cymorth Gweithredol Person-Ganolog yn golygu cydweithio gyda Defnyddwyr y Gwasanaeth fel eu bod yn gallu cymryd rhan yn yr holl weithgareddau bywyd bob dydd, ni waeth beth fo'u hanghenion.

1.16 Cwblhau Rhaglen Gynefino Anheddau, gan gynnwys cwblhau hyfforddiant craidd a phenodol y Fframwaith Cynefino Gofal Cymdeithasol, bob blwyddyn. Cwblhau QCF Lefel 2 ar ôl cadarnhau'r cyfnod prawf.

2. Cyfrifoldeb ac Atebolrwydd

2.1 Bod y gyfrifol am feddyginiaeth a'i rhoi i Ddefnyddwyr y Gwasanaeth yn unol â'u cynllun gofal ac yn unol â'r polisi, yr hyfforddiant a chanllawiau penodol Defnyddiwr y Gwasanaeth.

2.2. Rhoi cymorth i Ddefnyddwyr y Gwasanaeth sydd â mwy nag un cyflwr ac anghenion cymhleth mewn ffordd amrywiol heb wahaniaethu.

2.3 Sicrhau bod cyd-berthynas dda yn cael ei datblygu a'i chynnal gyda theulu, ffrindiau, cymdogion a chymuned leol Defnyddwyr y Gwasanaeth.

2.4 Dilyn polisiâu a gweithdrefnau Anheddau bob amser.

2.5 Cefnogi a gweithredu syniadaeth a chynlluniau Person-Ganolog drwy gyfrannu at ddatblygu cynlluniau, gan gwblhau'r gwaith papur monitro priodol a chyfrannu'n gyson at adolygiadau fel y bo'n briodol, gan gynnwys canlyniadau, a rhoi gwybod am unrhyw newidiadau i weddill y tîm.

2.6 Mynychu cyfarfodydd staff a chymryd rhan ynddynt fel rhan o oriau contract.

2.7 Cyfrannu at sichrau deinameg cadarnhaol ymysg y tîm.

2.8 Mynychu a chymryd rhan mewn hyfforddiant er mwyn gwella a datblygu eich sgiliau yn unol â gofynion deddfwriaethol a gofynion Cyngor Gofal Cymru.

2.9 Gwneud shifftiau cysgodol mewn gwasanaethau eraill cyn bod yn gyfrifol am shifftiau.

2.10 Cyflawni dyletswyddau y gallai'r Rheolwr Tŷ ofyn amdanynt, a'r rheini'n cyd-fynd â lefel y cyfrifoldeb a ddisgwyllir gan Weithiwr Cymorth.

MANYLION Y PERSON **Gweithiwr Cymorth**

| | Hanfodol | Dymunol |
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| Addysg a Chymwysterau | | Safonau Cenedlaethol Llythrennedd/Rhifedd Oedolion ar Lefel 1 O leiaf Diploma L2 mewn Iechyd a Gofal Cymdeithasol TGAU Lefel C neu uwch mewn Cymraeg, Saesneg a Mathemateg |
| Gwybodaeth | Deall y gwahaniaeth rhwng gofal a chymorth Ymwybodol o'ch dyletswydd gofal mewn iechyd a gofal cymdeithasol | Ymwybodol o egwyddorion diogelu mewn iechyd a gofal cymdeithasol Deall Cynllunio Person-Ganolog Ymwybodol o'r agenda 'cymorth sy'n cael ei |

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| | | <p>arwain gan y dinesydd' mewn iechyd a gofal cymdeithasol</p> <p>Deall digon am y Fframwaith Cynefino Gofal Cymdeithasol (SCIF)</p> <p>Deall digon am y Cod Ymarfer i Weithwyr Gofal Cymdeithasol</p> |
| Profiad | <p>Profiad o ymwneud â phobl ar bob lefel (gall hyn ddod o'ch bywyd gartref, gwaith neu gymdeithasol)</p> | <p>Profiad o Ofal Personol</p> <p>Profiad o Herio Ymddygiad</p> <p>Profiad o weithio gyda phobl sydd â anghenion cymorth</p> |
| Sgiliau | <p>Gallu darllen, deall a chofnodi gwybodaeth</p> <p>Gallu ymateb yn briodol i sefyllfaoedd</p> <p>Gallu gweithio fel rhan o dîm neu ar eich menter eich hun tra'n cadw at ofynion y cynllun gofal</p> <p>Gallu cyflawni tasgau cyffredin gwaith tŷ</p> <p>Gallu dehongli a gweithredu'r cynllun gofal</p> | <p>Trwydded yrru lawn a glân</p> <p>Gallu cyfathrebu yn Gymraeg (yn unol â gofynion defnyddwyr y gwasanaeth, mae hyn yn hanodol mewn rhai gwasanaethau)</p> |

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| <p>Ymddygiad</p> | <p>Ymrwymiad i ddatblygiad personol a phroffesiynol</p> <p>Derbyn bod y gwaith yn cynnwys gyda'r nos, y penwythnos, cysgu i mewn a gwyliau'r banc</p> <p>Ymrwymiad i egwyddorion parch, urddas ac ymddygiad proffesiynol</p> <p>Ffiniau proffesiynol</p> <p>Cymryd cyfrifoldeb am roi gwybod am unrhyw bryderon</p> <p>Ymrwymiad i werthoedd craidd y Sefydliad</p> | |
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Adolygwyd Mehefin 2014

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