

Ymarferydd Gofal Cymdeithasol - Cydlynnydd Plant sydd ar goll o'r Cartref (1 Cymraeg Hanfodol, 1 Cymraeg Dymunol)

Cyfeirnod y swydd: RHSC00007E5LDE

Lleoliad: Gogledd Cymru

Cyflog: Gradd 7, £32,654 - £35,235 y flwyddyn
(yn amodol ar werthusiad swydd)

Oriau: 37 yr wythnos

Contract: cyllid i ddechrau tan ddiwedd mis
Rhagfyr 2026, ond fe allai gael ei ymestyn
petai cyllid pellach yn cael ei sicrhau

Dylai ymgeiswyr sy'n dymuno cael eu hystyried
ar gyfer secondiad gael caniatâd eu Rheolwr
cyn ymgeisio am y swydd.

Ydych chi'n eiriolwr angerddol a dygn dros
newid? Rydym ni'n chwilio am ddau
Gydlynnydd Plant sydd ar goll o'r Cartref i
ymuno â chynllun peilot newydd arloesol, yn
rhan o Gydweithdrefa Gwella Gwasanaethau
Gogledd Cymru. Nid swydd arall yn unig yw
hon; ond mae'n gyfle i wneud gwahaniaeth
go iawn i fywydau plant sydd ar goll ac sydd
wedi cael eu hecsbloetio. Fe fyddwch chi'n
rhan allweddol o lywio a gweithredu dull
cyson ar draws y rhanbarth i arferion plant
sydd ar goll o'u cartref, gan weithio law yn
llaw gyda'r chwe Awdurdod Lleol a Heddlu
Gogledd Cymru.

Fe fydd eich swydd yn un brysur, amrywiol a
buddiol. Fe fyddwch yn gatalydd ar gyfer
trawsnewid, gan ddarparu cefnogaeth
hollbwysig i'n partneriaid i yrru newid systemig
ar draws yr Heddlu a Gofal Cymdeithasol. Os
ydych chi'n angerddol am ddarparu newid
ystyrlon, yn gydweithredol eich natur, ac os
oes gennych chi sgiliau cyfathrebu rhagorol,
rydym ni eisiau clywed gennych chi.
Byddwch yn cael eich cefnogi gan dîm
amrywiol o ymarferwyr aml asiantaeth, a bydd
pawb wedi ymrwymo i lwyddiant y cynllun
peilot hollbwysig yma.

Mae'r penodiad yn amodol ar wiriad gan y
Gwasanaeth Datgelu a Gwahardd, geirdaon
boddhaol a phroses wirio Heddlu Gogledd

Social Care Practitioner – Missing from Home Coordinator (1 Welsh Essential, 1 Welsh Desirable)

Job reference: RHSC00007E5LDE

Location: North Wales

Salary: Grade 7, £32,654 - £35,235 per annum
(subject to job evaluation)

Hours: 37 per week

Contract: funding initially till end Dec 2026 but
could be extended should further funding
become available

This is also available as a secondment
opportunity, please seek approval from your
line manager before applying.

Are you a passionate and tenacious advocate
for change? We're looking for two dynamic
Missing from Home Coordinators to join a
groundbreaking new pilot, as part of the North
Wales Service Improvement Collaborative.
This isn't just another job; it's an opportunity to
make a tangible difference in the lives of
missing and exploited children. You'll be
instrumental in shaping and implementing a
consistent, region-wide approach to missing
from home practices, working hand-in-hand
with all six local authorities and North Wales
Police.

Your role will be fast paced, varied and
rewarding. You'll be a catalyst for
transformation, providing essential support to
our partners to drive systemic change across
police and social care. If your passionate
about delivering meaningful change,
collaborative by nature, and equipped with
excellent communication skills, we want to
hear from you. You'll be supported by a
diverse team of multi-disciplinary practitioners,
all committed to the success of this vital pilot.

Appointment subject to Disclosure & Barring
Service Check, satisfactory references and
NWP vetting processes.

Cymru.

Mae angen gwiriad llawn Lefel 2 NPPV ar gyfer y swydd hon. Yn rhan o'r broses wirio, bydd y gwiriadau canlynol yn cael eu cynnal ar ymgeiswyr:

- Gwiriadau cofnodion troseddol drwy Gyfrifiadur Cenedlaethol yr Heddlu.
- Gwiriadau gwybodaeth drwy Gronfa Ddata Genedlaethol yr Heddlu, yn cynnwys gwybodaeth nad yw'n euogfarn. Fe fydd cyd-breswylwyr a thrydydd parti y gofynnir amdanynt ar y ffurflen gais wirio hefyd yn destun gwiriadau ac asesiadau system.
- Gwiriadau ariannol, yn cynnwys hanes credyd, methdaliadau, ac Achosion Cyfreithiol yn y Llys Sirol.
- Ffordd o fyw ac asesiadau cysylltiedig i werthuso unrhyw risgiau posibl i onestrwydd.
- Statws preswyl - rhaid i ymgeiswyr fod wedi bod yn byw yn y DU am o leiaf tair blynedd yn barhaus yn arwain at y pwynt o ymgeisio.
- Gwrth-derfysgaeth - yn gysylltiedig ag eithafiaeth ddomestig.
- Y Gofrestr Etholiadol - i gynorthwyo i wirio cyfeiriad ar gerdyn adnabod.

Mae angen y lefel yma o wiriad heddlu ar gyfer unigolion nad ydynt yn swyddogion heddlu, ond sydd angen mynediad at wybodaeth sensitif neu amgylcheddau yr heddlu.

Os hoffech chi drafod unrhyw agwedd ar y swydd, ffoniwch Sharon Hinchcliffe ar 07500 127 723

Os oes gennych ddiddordeb yn y swydd wag hon, gwnewch gais ar-lein trwy ein gwefan www.sirddinbych.gov.uk

Rhaid i ymgeiswyr gwblhau ein ffurflen gais i gael ei ystyried. Mae'n ddrwg gennym nad ydym yn gallu ateb pob cais. Os nad ydych wedi derbyn ateb o fewn tair wythnos i'r dyddiad cau, dylech gymryd yn ganiataol nad ydych wedi cyrraedd y rhestr fer am gyfweiliad.

Dyddiad Cau: 01/09/2025

Mae Cyngor Sir Ddinbych yn ymroddedig i Gyfle Cyfartal a'i Safonau Iaith Gymraeg. Rydym yn

This role requires NPPV Level 2 Full vetting. As part of the vetting process, applicants will undergo:

- Criminal record checks via the Police National Computer (PNC).
- Intelligence checks via the Police National Database (PND), including non-conviction information. Co-residents and third parties requested on the vetting application form will also be subject to system checks and assessments
- Financial checks, including credit history, bankruptcies, and County Court Judgments (CCJs).
- Lifestyle and association assessments to evaluate any potential risks to integrity.
- Residency – applicants must have been resident in the UK for a minimum period of three continuous years leading up to the point of application.
- Counter Terrorism – related to domestic extremism
- Electoral register – to assist in verifying address on ID

This police vetting clearance level is required for individuals who are not police officers but need access to sensitive police information or environments.

If you would like to discuss any aspect of the post, please call Sharon Hinchcliffe on 07500 127 723.

If you are interested in this vacancy, please apply on-line via the website www.denbighshire.gov.uk.

Candidates must complete our application form to be considered. We regret that we are unable to reply to all applications. If you have not received a reply within three weeks of the closing date, you must assume that you have not been short listed for interview.

Closing Date: 01/09/2025

Denbighshire County Council is committed to Equal Opportunities and its Welsh Language Standards. We



croesawu ceisiadau yn y Gymraeg. Sylwch na fydd unrhyw ffurflenni cais a dderbynnir yn y Gymraeg yn cael eu trin yn llai ffafriol na ffurflenni cais a gyflwynwyd yn Saesneg.

welcome applications in the Welsh Language and application forms received in the Welsh Language will not be treated less favourably than an application form submitted in English.

SWYDD-DDISGRIFIAD CYNGOR SIR DDINBYCH

Teitl y Swydd:	Ymarferydd Gofal Cymdeithasol – Cydlynnydd Plant sydd Ar Goll o'r Cartref
Graddfa:	7 (yn amodol ar werthusiad)
Gwasanaeth:	Cydweithredfa Gwella Gwasanaethau Gogledd Cymru
Maes Gwasanaeth:	Gwasanaethau Plant Integredig
Yn atebol i'r:	Rheolwr Busnes Rhanbarthol
Cyfeirnod y Swydd / Dyddiad Cyhoeddi:	04605
Categori Iaith Gymraeg:	Sgiliau Cymraeg yn hanfodol – lefel 5 Lefelau o ran sgiliau Cymraeg

Pwrpas y Swydd

Mae Heddlu Gogledd Cymru, chwe awdurdod lleol y gogledd a Swyddfa Comisiynydd yr Heddlu a Throsedd wedi ymrwymo i weithredu dull cyson ar gyfer ymarfer Plant sydd Ar Goll o'r Cartref ar draws y rhanbarth. Bydd yr Ymarferydd Gofal Cymdeithasol – Cydlynnydd Plant sydd Ar Goll o'r Cartref yn cyflawni rôl gydlynol o fewn y tîm rhanbarthol gan ddatblygu ymarfer Ar Goll o'r Cartref yn unol â Deddf Gwasanaethau Cymdeithasol a Llesiant 2014. Gan weithio gyda Gweithwyr Cymdeithasol, yr Heddlu ac aelodau eraill o dimau aml-ddisgyblaethol, bydd deiliad y swydd yn ymgymryd ag amrywiaeth o dasgau gyda'r nod o ddiogelu plant a phobl ifanc rhag niwed fel yr amlinellir yng Ngweithdrefnau Amddiffyn Plant Cymru Gyfan 2008. Ni fydd deiliad y swydd yn cynnal Cyfweiliadau Ar Goll o'r Cartref ond bydd yn gweithio ochr yn ochr â staff gwaith cymdeithasol cymwys a thîm Onyx Heddlu Gogledd Cymru sy'n ymwneud â'r broses Ar Goll o'r Cartref.

Bydd deiliad y swydd yn darparu gwasanaeth gwybodaeth a chyngor cynhwysfawr i'r cyhoedd, i weithwyr proffesiynol eraill ac i fudd-ddeiliaid.

Bydd y swydd yn golygu teithio o amgylch y rhanbarth a gweithio mewn amryw o wahanol leoliadau.

Prif Atebolrwydd a Chyfrifoldebau

Amlinellir y cyfrifoldebau generig isod, fodd bynnag yn ogystal, bydd gofyn am ddyletswyddau ymyriadau arbenigol o fewn lefel cymhwysedd deiliad y swydd, a byddant yn cynnwys:

- Datblygu dull cyson ar gyfer prosesau Cyfweiliadau Ar Goll o'r Cartref ar draws y gogledd, gan weithio gyda'r chwe awdurdod lleol a Heddlu Gogledd Cymru
- Datblygu trefniadau cydweithio ar bob lefel, gan gydlyn a defnyddio arbenigedd swyddogion proffesiynol
- Gweithio gyda phob partner, archwilio cyfleoedd i ryngweithio ar draws systemau Heddlu Gogledd Cymru a chofnodion gofal cymdeithasol awdurdodau lleol
- Cysylltu â Gwasanaethau Ar Goll o'r Cartref eraill a fforymau eraill fel Rhwydwaith Camfanteisio Cymru Gyfan i gasglu gwybodaeth ar arferion gorau a datblygiadau

polisi mewn perthynas â gwasanaethau ar gyfer plant mewn perygl o gamfanteisio rhywiol a chamfanteisio troseddol

- Cyfrannu i gasgliad o ddata sy'n ymwneud â pherfformiad er mwyn cefnogi'r tîm rheoli gwasanaeth ehangach i glustnodi tueddiadau, patrymau a chynllunio sut i gyflwyno gwasanaethau
- Datblygu polisiau a gweithdrefnau Ar Goll o'r Cartref ar y cyd â gweithwyr proffesiynol eraill a defnyddwyr gwasanaeth
- Cyfrannu at ystod eang o fforymau proffesiynol, e.e. Cynadleddau Achosion Amddiffyn Plant, cyfarfodydd proffesiynol amlasiantaeth gan gynnwys grwpiau craidd, cyfarfodydd cynllunio plant sy'n derbyn gofal, cyfarfodydd strategol amlasiantaeth
- Paratoi adroddiadau a rhannu canfyddiadau gydag ystod eang o fforymau proffesiynol i sicrhau diogelwch plant, pobl ifanc a'u teuluoedd
- Cadw cofnodion a monitro ansawdd
- Hyfforddiant a datblygu
- Llywodraethu/ymarfer proffesiynol

Ceir manylion y prif atebolrwydd / cyfrifoldebau hyn yn yr atodiad ynghlwm.

Adnoddau/Offer/Deunyddiau

Cyfrifiadur
Offer cynorthwyol

Goruchwyllo/Rheoli Pobl

Dim

Gwybodaeth, Sgiliau, Hyfforddiant a Phrofiad

Cymwysterau ffurfiol ym maes gofal cymdeithasol fel QCF, Astudiaethau Lles neu gyfwerth, neu'n gweithio tuag at gymhwyster o'r fath.
Profiad blaenorol o weithio mewn amgylchedd gofalu/galluogi gydag ystod o unigolion sydd ag amrywiaeth o anghenion.

Gwybodaeth gadarn o bolisiau a chanllawiau ar ddiogelu plant ac oedolion, yn arbennig camfanteisio'n rhywiol ar blant a chamfanteisio'n droseddol ar blant.

Gallu deall a pharchu cyfrinachedd ym mhob agwedd ar y gwaith.
Bydd deiliad y swydd yn hyderus yn gweithio mewn tîm aml-ddisgyblaethol mewn lleoliadau amrywiol ar draws y rhanbarth ac yn gallu rhoi cyflwyniadau ar lafar ac ar ffurf adroddiad.
Mae gallu trafod a datblygu perthnasoedd proffesiynol yn sgil allweddol i ddeiliad y swydd.

Gallu herio arferion nad ydynt yn cydymffurfio â Chodau Ymarfer Gofal Cymdeithasol Cymru.

Gwybodaeth ynglŷn â'r ddeddfwriaeth berthnasol, a'i gweithdrefnau gweithredu lleol a phrofiad o roi'r wybodaeth hon ar waith.

Gall ystyried a dehongli'r holl wybodaeth sydd ar gael a datblygu polisiâu a gweithdrefnau mewn perthynas â Chyfweliadau Ar Goll o'r Cartref.

Gwybodaeth a dealltwriaeth o faterion cydraddoldeb ac amrywiaeth.

Creadigrwydd ac arloesi:

Bydd angen bod yn greadigol ac yn arloesol i ddarparu atebion i broblemau cymhleth yn y swydd hon. Bydd canllawiau cyffredinol yn eu lle, ond bydd hyblygrwydd i ganfod atebion.

Bydd deiliad y swydd yn greadigol wrth sefydlu cysylltiadau o fewn y gymuned ehangach i leihau effaith arwahanrwydd cymdeithasol a gwella ymdeimlad o les.

Amodau Gwaith Arbennig

Gweithio yng nghartrefi unigolion, felly mae'n rhaid bod yn ymwybodol o'r risgiau hynny. Bydd deiliad y swydd yn gweithio mewn amryw o leoliadau; yn y swyddfa / adeiladau lle mae mynediad i'r cyhoedd a chartrefi dinasyddion – a bydd amodau pob un yn amrywio.

Wrth weithio'n unigol (yn darparu gwasanaethau wyneb yn wyneb mewn amryw leoliadau o amgylch gogledd Cymru neu yng nghartrefi dinasyddion), mae'n rhaid i ddeiliad y swydd fod yn ymwybodol o'r angen i weithio o fewn paramedrau'r Polisi Gweithio Unigol a bod yn ymwybodol o'u hiechyd a'u diogelwch eu hunain.

Fe fydd yna hefyd ddisgwyliad i weithio ochr yn ochr â Thîm Onyx HGC (Tîm Camfanteisio), sydd wedi'u lleoli yn adeiladau'r Heddlu yn Llai a Llanelwy. Mae Tîm Onyx yn arbenigo mewn cefnogi plant sydd wedi dioddef camfanteisio rhywiol. O ganlyniad, mae yna risg posibl o wynebu trawma dros eraill, a bydd trefniadau cefnogaeth briodol ar waith.

Gwiriadau Cyflogaeth/Gofynion Penodol

Mae'r swydd yn galw am wriad gan y Gwasanaeth Datgelu a Gwahardd yn unol â'r diffiniad o weithgarwch a reoleiddir, gan ei fod yn cynnwys gwaith:

'o natur benodol (addysgu, hyfforddiant, goruchwyllo, cyngor, triniaeth, cludiant) neu gan ei fod mewn lle penodol (ysgolion, uned cyfeirio disgyblion, gofal plant) ac yn 'aml, dwys a/neu dros nos' (mae'n rhaid i hyn fod un ai unwaith yr wythnos neu 4 diwrnod y mis)'.

Mae angen **gwriad llawn Lefel 2 NPPV** ar gyfer y swydd hon. Yn rhan o'r broses wirio, bydd y gwiriadau canlynol yn cael eu cynnal ar ymgeiswyr:

- **Gwiriadau cofnodion troseddol** drwy Gyfrifiadur Cenedlaethol yr Heddlu.
- **Gwiriadau gwybodaeth** drwy Gronfa Ddata Genedlaethol yr Heddlu, yn cynnwys gwybodaeth nad yw'n euogfarn. Fe fydd cyd-breswylwyr a thrydydd parti y gofynnir amdanynt ar y ffurflen gais wirio hefyd yn destun gwiriadau ac asesiadau system.
- **Gwiriadau ariannol**, yn cynnwys hanes credyd, methdaliadau, ac Achosion Cyfreithiol yn y Llys Sirol.
- **Ffordd o fyw ac asesiadau cysylltiedig** i werthuso unrhyw risgiau posibl i onestrwydd.
- **Statws preswyl** - rhaid i ymgeiswyr fod wedi bod yn byw yn y DU am o leiaf tair blynedd yn barhaus yn arwain at y pwynt o ymgeisio.
- **Gwrth-derfysgaeth** - yn gysylltiedig ag eithafiaeth ddomestig.
- **Y Gofrestr Etholiadol** - i gynorthwyo i wirio cyfeiriad ar gerdyn adnabod.

Mae angen y lefel yma o wiriad heddlu ar gyfer unigolion nad ydynt yn swyddogion heddlu, ond sydd angen mynediad at wybodaeth sensitif neu amgylcheddau yr heddlu.

Gweledigaeth/Cyd-destun

Mae hwn yn gyfle unigryw i ddatblygu dull cyson ar gyfer Cyfweiliadau Ar Goll o'r Cartref rhanbarthol, gan weithio gyda chwe awdurdod lleol y gogledd, Heddlu Gogledd Cymru a Swyddfa Comisiynydd yr Heddlu a Throsedd. Bydd rôl newydd Ymarferydd Gofal Cymdeithasol – Cydlynnydd Plant sydd Ar Goll o'r Cartref yn dod yn bwysicach fyth wrth ddatblygu ac ail-ddylunio gwasanaethau.

Mae'r rôl hon yn rhan o'r Tîm Cydweithredol Rhanbarthol, sy'n cynnwys aelodau medrus, gwybodus a mawr eu parch gydag enw da am ddarparu prosiectau cymhleth, amrywiol ac aml-ddisgyblaeth.

Bydd deiliad y swydd yn gweithio i gyngor a chanllawiau Uwch Ymarferwyr a Rheolwyr Tîm, ynghyd ag amrywiaeth o gydweithwyr aml-ddisgyblaethol mewn modd cyfannol i alluogi newid a gwneud y mwyaf o botensial.

MANYLION AM YR UNIGOLYN CYNGOR SIR DDINBYCH

Mae'r Manylion am yr Unigolyn yn nodi'r sgiliau, y wybodaeth a'r profiad yr ystyrir eu bod yn angenrheidiol i gyflawni dyletswyddau'r swydd yn effeithiol. Bydd yn cael ei ddefnyddio yn y broses o lunio'r rhestr fer a'r cyfweiliadau ar gyfer y swydd hon. Dylech ddangos ar eich ffurflen gais sut yr ydych chi'n bodloni'r meini prawf hyn, gan mai drwy fodloni pob un o'r meini prawf hanfodol yn unig (a meini prawf dymunol pan fo'n berthnasol) y byddwch chi'n cyrraedd y rhestr fer.

Teitl y Swydd:	Ymarferydd Gofal Cymdeithasol – Cydlynnydd Plant Sydd Ar Goll o'r Cartref		
Gwasanaeth:	Cydweithredfa Gwella Gwasanaethau Gogledd Cymru		
Graddfa:	7 (yn amodol ar werthusiad)		
<u>MEINI PRAWF</u>	<u>HANFODOL</u>	<u>DYMUNOL</u>	<u>DULL ASESU</u> Ffurflen Gais / Cyfweiliad / Cyflwyniad / Geirdaon ac ati
1. ADDYSG A CHYMWYSTERAU	Cymhwyster cydnabyddedig mewn iechyd neu ofal cymdeithasol ar QCF Lefel 3 neu gyfwerth neu:- Ymrwymiad i ennill cymhwyster QCF Lefel 3 neu Gymhwyster Cefnogi o fewn 2 flynedd i ddechrau'r swydd. Tystiolaeth o gefndir addysgol cadarn, gan gynnwys pynciau craidd ar lefel TGAU (Graddau A-C) neu safon gyfatebol.		Ffurflen gais a chyfweiliad.
2. PROFIAD PERTHNASOL	Profiad o weithio mewn lleoliad iechyd a gofal cymdeithasol. Sgiliau cyfrifiadurol gan gynnwys gallu defnyddio cofnodion electronig. Profiad o gyfathrebu gydag amrywiaeth o bobl gan ddefnyddio cyfryngau amrywiol. Cadw cofnodion a chyfathrebu'n ysgrifenedig i safon uchel.	Profiad o gynnal asesiadau gofal cymdeithasol sy'n adnabod angen a risg.	Ffurflen gais a chyfweiliad.

3. GWYBODAETH A SGILIAU CYSYLLTIEDIG Â'R SWYDD	Gwybodaeth am swyddogaethau'r Gwasanaethau Cymdeithasol a dealltwriaeth o gyfraniad pob fîm i amcanion y gwasanaeth. Gallu datblygu polisïau a gweithdrefnau. Dangos agwedd gadarnhaol tuag at newid. Sicrhau cydymffurfiaeth ag ymarfer sy'n seiliedig ar dystiolaeth drwy sicrhau cofnodion cywir, defnydd priodol o gofnodion ffeiliau electronig a phapur, sgiliau cofnodi effeithiol a thystiolaeth o ymchwil sy'n llywio ymarfer.		Ffurflen gais a chyfweliad.
	Gallu bod yn flaengar a defnyddio barn annibynnol o fewn y paramedrau a osodwyd ar gyfer y swydd. Sgiliau rhyngbersonol / cyfathrebu effeithiol y gellir eu defnyddio i adeiladu a chynnal rhwydweithiau gyda chydweithwyr/sefydliadau partner/cleientiaid a'u gofalwyr. Lefel uchel o allu trefnu personol i reoli llwyth gwaith, cyflawni targedau, cwrdd â therfynau amser a gweithio mewn ffordd hyblyg er mwyn ymateb i anghenion busnes a chwsmeriaid a / neu flaenoriaethau sy'n newid. Dealltwriaeth o hawliau a dewisiadau unigolion a phwysigrwydd grymuso. Dealltwriaeth o ddeddfwriaeth, polisïau a gweithdrefnau perthnasol h.y.		

	Deddf Gwasanaethau Cymdeithasol a Llesiant 2014 / Gweithdrefnau Amddiffyn Plant Cymru Gyfan 2008.		
4. RHINWEDDAU PERSONOL	Aelod effeithiol a phroffesiynol o'r tîm sydd ag agwedd hyblyg tuag at ddyletswyddau a chyfrifoldebau. Trefnus gyda hunan-gymhelliant, a gallu darparu cefnogaeth i unigolion a chydweithwyr. Gallu rheoli llwyth gwaith, cyflawni targedau, cwrdd â therfynau amser a gweithio mewn ffordd hyblyg er mwyn ymateb i anghenion busnes a chwsmeriaid a / neu flaenoriaethau sy'n newid. Trafodwr effeithiol sy'n gallu herio, ysgogi ac annog eraill a chadw eu pen mewn sefyllfaoedd a allai fod yn annisgwyl ac yn llawn straen. Yr hyder i benderfynu o fewn ei gymhwysedd, ei swyddogaeth a'i lefel o awdurdod a chydabod yr angen i gyfeirio at weithiwr proffesiynol cofrestredig, Uwch Ymarferydd / Rheolwr Tîm neu weithiwr proffesiynol arall neu reolwr perthnasol. Parchu dymuniadau a chredoau pobl eraill, eu cynnwys mewn penderfyniadau a thrin pobl gydag urddas a pharch. Hanes cadarn o hunan-ddatblygu a chyflawni canlyniadau a deilliannau. Gallu hwyluso newid. Ymateb yn briodol i		Ffurflen gais a chyfweliad.

	oruchwyliaeth ac adborth gan gydweithwyr o fewn ac ar draws Gwasanaethau Cymdeithasol ac o fewn partneriaethau. Gallu dangos empathi a sensitifrwydd wrth ymateb i bobl gydag amrywiaeth o anghenion.		
5. GOFYNION ERAILL	Dangos ymwybyddiaeth o'r Gymraeg a diwylliant Cymru yn yr amgylchedd gwaith. Gallu adnabod risgiau i chi'ch hunan ac i eraill wrth ymgymryd â gweithgareddau yn y gwaith a chymryd camau priodol i leihau'r risg. Cadw cyfrinachedd, diogelu data a chydymffurfio â chanllawiau cysylltiedig lle bo hynny'n briodol. Sicrhau y cedwir at drefniadau rheoli perfformiad yr Adran. Cydweithio â'r cyngor i gydymffurfio â deddfwriaeth, polisiau a gweithdrefnau iechyd a diogelwch perthnasol wrth gyflawni dyletswyddau'r swydd. Gallu bodloni gofynion corfforol, teithio a symudedd y swydd (gyda neu heb addasiadau rhesymol). Ymagwedd hyblyg at ddyletswyddau, patrwm gwaith, lleoliadau ac oriau. Empathi at y Gymraeg a diwylliant Cymru.		

DENBIGHSHIRE COUNTY COUNCIL JOB DESCRIPTION

Job Title:	Social Care Practitioner – Missing from Home Coordinator
Grade:	7 (subject to job evaluation)
Service:	North Wales Service Improvement Collaborative
Service Area:	Integrated Children's Services
Responsible to:	Regional Business Manager
Job ID Number / Date Issued:	04605
Welsh Language Category:	Welsh language skills are essential – level 5 Welsh Language Levels

Job Purpose

North Wales Police, the six North Wales Local Authorities and the Office of the Police and Crime Commissioner are committed to implementing a consistent approach to Missing from Home practice across the region. The Social Care Practitioner – Missing from Home Coordinator will provide a coordination role based within the regional team around the development of Missing from Home practices in line with the Social Services & Well-Being Act 2014. Working with Social Workers, the Police and other multi-disciplinary team members, they will undertake a broad range of tasks with the ultimate aim of safeguarding children and young people from harm as outlined within the All-Wales Child Protection Procedures 2008. The post holder will not undertake Missing from Home Interviews but will work alongside social work qualified staff and North Wales Police Onyx Team involved in the Missing from Home process.

The individual will provide a comprehensive advice and information service to the general public, other professionals and stakeholders.

The post will require travel around the Region and work in a variety of different locations including NWP premises in Llay and St Asaph, and the six Local Authority Children's Services Departments

Principal Accountabilities and Responsibilities

Generic responsibilities are outlined below, however in addition, specialist interventions duties will be required within the competence level of the post-holder and will include:-

- Develop a consistent approach to Missing from Home Interview processes across North Wales working with the six North Wales Local Authorities and North Wales Police
- Develop collaborative working at all levels, co-ordinating and utilising the expertise of professional officers
- Working across all partners, explore opportunities for system interaction across NWP systems and LA social care records.
- Liaise with other Missing from Home Services and other forums such as the Pan-Wales Exploitation Network to gather information on best practice and emerging policy development around services for Children at risk of CCE and CSE
- Contribute to the collection of performance related data in order to support the wider service management team to identify trends, patterns and plan service delivery

- Develop Missing from Home policies and procedures in collaboration with other professionals and service users.
- Contribute to a wide range of professional forums i.e. Child Protection Case Conferences, multi-agency professional meetings including core groups, looked after planning meetings, multi-agency strategy meetings
- Prepare reports and share findings within a wide range of professional forums to ensure the safety of children, young people and their families.
- Record Keeping and Quality Monitoring
- Training and Development
- Professional Practice/Governance
- Professional Practice/Governance

Details of these principal accountabilities/ responsibilities are in the attached addendum

Resources/Equipment/Material

Computer
Assistive equipment

Supervision/Management of People

None

Knowledge, Skills, Training and Experience

Formal qualifications in the field of social care such as QCF, Welfare Studies or equivalent or working towards such qualification.

Previous experience of working in a caring/enabling environment with a range of individuals with a variety of presenting needs

Good knowledge of safeguarding adults and children guidance and policy in particular CSE and CCE.

An understanding of and respect for confidentiality in relation to all aspects of work.

The post holder will need to be confident in working in a multi-disciplinary team in various locations across the region and be confident in presenting both verbally and in report format.

The ability to negotiate and develop professional relationships is a key skill for the post holder
Skill to challenge practices which are not compliant with the Social Care Wales Codes of Practice

Knowledge of the appropriate legislation, and its local implementation procedures and experience of applying this knowledge.

Ability to consider and interpret all information available and develop policies and procedures in relation to Missing from Home Interviews.

Knowledge and understanding of equality and diversity issues.

Creativity and innovation

The post will involve creativity and innovation to provide solutions to complex problems.

General guidelines will be in place but there will be flexibility to identify solutions.

The post holder will be creative in the establishing of contacts within the wider community to mitigate social isolation and improve sense of well-being.

Special Working Conditions

Working in individuals own homes, so must have an awareness of those risks.

The post holder will work in a variety of locations; office based / public access buildings and citizens ' own homes – all of which will have varying conditions.

When working alone (providing face to face service at various locations around North Wales or in citizens own homes) the post holder must be aware of the need to work within the parameters of the Lone Working Policy and to be aware of their own health and safety.

There will also be an expectation to work alongside the NWP Onyx Team (Exploitation Team), who are based at NWP premises in Llay and St Asaph. The Onyx Team specialises in supporting children who are victims of sexual exploitation. As such, there is a potential risk of exposure to vicarious trauma, and appropriate support mechanisms will be in place.

Employment Checks/ Specific Requirements

The post requires a DBS in line with the definition of a regulated activity because it is:

'of a specified nature (teaching, training, supervision, advice, treatment, transport) or it is in a specified place (schools, pupil referral, childcare) and is 'frequent, intensive and/or overnight' (this must be either once a week or 4 days per month)'

This role requires **NPPV Level 2 Full vetting**. As part of the vetting process, applicants will undergo:

- **Criminal record checks** via the Police National Computer (PNC).
- **Intelligence checks** via the Police National Database (PND), including non-conviction information. Co-residents and third parties requested on the vetting application form will also be subject to system checks and assessments
- **Financial checks**, including credit history, bankruptcies, and County Court Judgments (CCJs).
- **Lifestyle and association assessments** to evaluate any potential risks to integrity.
- **Residency** – applicants must have been resident in the UK for a minimum period of three continuous years leading up to the point of application.
- **Counter Terrorism** – related to domestic extremism
- **Electoral register** – to assist in verifying address on ID

This police vetting clearance level is required for individuals who are not police officers but need access to sensitive police information or environments.

Vision/Context

This is a unique opportunity to develop a consistent regional approach to Missing from Home Interviews working across the six North Wales Local Authorities, North Wales Police and the Office of the Police and Crime Commissioner. The new role of the Social Care Practitioner – Missing from Home Coordinator will become increasingly important in both service



development and service redesign.

This role forms part of the Regional Collaboration Team, which consists of a highly skilled, knowledgeable and well respected team with a proven track record in delivering highly complex, diverse and multi-disciplinary projects.

The post holder will work to the advice and guidance of Senior Practitioners and Team Managers along with a range of multi-disciplinary colleagues in a holistic manner to facilitate change and maximise potential.

DENBIGHSHIRE COUNTY COUNCIL PERSON SPECIFICATION

The Person Specification sets out the skills, knowledge and experience that are considered to be necessary to carry out the duties of the post effectively. It will be used in the short-listing and interview process for this post. You should demonstrate on your application form how you meet these criteria as you will only be shortlisted if you meet all of the essential criteria (and desirable criteria where applicable).

Post Title:	Social Care Practitioner – Missing from Home Coordinator		
Service	North Wales Service Improvement Collaborative		
Grade:	7 (subject to job evaluation)		
<u>CRITERIA</u>	<u>ESSENTIAL</u>	<u>DESIRABLE</u>	<u>METHOD OF ASSESSMENT</u> Application Form / Interview / Presentation / References etc
1. EDUCATION & QUALIFICATIONS	A recognised qualification in health or social care at QCF Level 3 or equivalent or: Commitment to achieve the QCF Level 3 or Support Qualification within 2 years of commencement in post. Evidence of a sound educational background including core subjects at GCSE (A-C Grades) standard or equivalent Experience of working within a health and social care setting. Computer literacy skills	Experience of completing social care assessments that identify need and risk	Application form and interview
2. RELEVANT EXPERIENCE	including accessing electronic records. Experience of communicating with a range of people using varied media. Maintaining a high standard of record		Application form and interview

	keeping and written communication Knowledge of Social Services functions and understanding of each team's contribution to the Service's aims. Ability to develop policies and procedures Demonstrate a positive attitude to change Ensure compliance with evidence based practice by ensuring accurate records, appropriate use of electronic and paper file records, effective recording skills and evidence of research		
3. JOB RELATED KNOWLEDGE & SKILLS	informing practice. Ability to use initiative and apply independent judgement within the parameters set for the post. Effective interpersonal/ communication skills which can be used to build and maintain networks with colleagues/ partner organisations/ Clients and their careers. A high level of personal organisational ability to manage a workload,		Application form and interview

	achieve targets, meet deadlines and apply a flexible approach in order to respond to customer and business needs and/or changing priorities. Understanding of individual's rights and choices and the importance of empowerment. Understanding of relevant Legislation, policies and procedures i.e. SSWBA 2014 / All Wales Child Protection Procedures 2008		
4. PERSONAL QUALITIES	Efficient and professional, motivated team player with a flexible approach to duties and responsibilities. Organised, self-motivated with an ability to provide support to individuals and colleagues. Ability to manage a workload, achieve targets, meet deadlines and apply a flexible approach in order to respond to customer and business needs and/or changing priorities. An effective negotiator who can challenge, motivate and encourage others and remain calm in potentially stressful and unpredictable situations. The confidence to make decisions within own competencies, role and		Application form and interview

	level of authority and recognising the need to refer to registered professional, Senior Practitioner /Team Manager or other relevant professional or Manager. To respect others wishes and beliefs, involving them in decision making and treating people with dignity and respect. Proven track record of self- development and achievement of results and outcomes. Ability to facilitate change. Respond appropriately to supervision and feedback from colleagues within and across Social Services and from within partnerships. Ability to respond with empathy and sensitivity to people who have a range of needs.		
5. OTHER REQUIREMENTS	To demonstrate an awareness of the Welsh language and culture within the working environment. The ability to identify risk to self and others when undertaking work activities and take appropriate actions to minimise risk. To maintain confidentiality and observe data protection and associated guidelines where appropriate.	Fluent in Welsh language	Application form and interview

	To ensure adherence to the Departments performance management reporting. To co-operate with the council in complying with relevant health and safety legislation, policies and procedures in the performance of the duties of the post. Able to meet the physical, travel and mobility requirements of the post (with or without reasonable adjustments) Has a flexible approach to duties, working patterns, locations and hours. Empathy with the Welsh Language and Culture		
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