

## SWYDD DISGRIFIAD

|                      |                                         |
|----------------------|-----------------------------------------|
| <b>TEITL SWYDD</b>   | CYNGHORYDD PERSONOL THERAPIWTIG OL OFAL |
| <b>YN GYFRIFOL I</b> | ARWEINYDD TIM PROSIECT OL OFAL          |
| <b>LLEOLIAD</b>      | GWYNEDD (GYDA'R ANGEN I DEITHIO)        |
| <b>ORIAU</b>         | 37 AWR YR WYTHNOS                       |
| <b>CYFLOG</b>        | B3 £24,819.60 - £26,127.92              |
| <b>CYTUNDEB</b>      | PARHAOL                                 |

### PRIF DDIBEN Y RÔL

- ⇒ Cefnogi Ymadawyr Gofal, gan gynnwys rhieni ifanc, gyda'r trawsnewidiad o symud ymlaen i fyw'n annibynnol. Darparu pecyn cymorth sy'n canolbwyntio ar yr unigolyn a fydd yn cefnogi ac yn gwneud gwahaniaeth cadarnhaol i ymadawyr gofal gan rhoi gefnogaeth gyda Tai, Addysg a Chyflogaeth i gyrraedd eu dyheadau bywyd a meithrin gwytnwch.
- ⇒ Gweithio ochr yn ochr â thîm gwasanaethau cymdeithasol 16+, lle byddwch chi'n dal llwyth achosion o ymadawyr gofal gan ddarparu cefnogaeth un i un a darparu cefnogaeth o fewn rôl cynghorydd personol. Bydd hyn yn cynnwys adolygu a diweddarau cynlluniau llwybr pobl ifanc pob chwe mis.
- ⇒ Gweithredu fel cynghorydd personol yn unol â'r Ddeddf Llesiant yn 2014.

### DYLETSWYDDAU A CHYFRIFOLDEBAU

- ⇒ Gweithio o fewn fframwaith Seicolegol ac yn unol â model therapiwtig GISDA.
- ⇒ Yr holl staff i rannu dealltwriaeth o drawma cymhleth, ymlyniad ac anhwylder personoliaeth.
- ⇒ Adeiladu perthnasoedd iach, ymddiriedus gyda Phobl Ifanc, gan roi'r cyfleoedd iddynt ymgysylltu mewn lleoliadau anffurfiol a ffurfiol.
- ⇒ Creu gwasanaeth diogel a chroesawgar sy'n hwyluso rhyngweithio â Phobl Ifanc.
- ⇒ Hyrwyddo hunanofal ac annibyniaeth yn ein Pobl Ifanc.
- ⇒ Annog, cymell a chredu mewn pobl ifanc.
- ⇒ Gweithredu fel model rôl a dangos ffyrdd priodol o ddelio â phroblemau
- ⇒ Sefydlu perthnasoedd cadarnhaol â phobl ifanc a rhoi sylw cadarnhaol iddynt bob amser.
- ⇒ Galluogi defnyddwyr gwasanaeth - pobl ifanc, teuluoedd a'u plant i fyw'n annibynnol.

- ⇒ Datblygu a gweithredu cynllun Cymorth ar gyfer yr holl Ddefnyddwyr Gwasanaeth yn y Prosiect.
- ⇒ Monitro llwyddiant a chanlyniadau pobl ifanc yn barhaus gyda nod clir wrth weithio gyda'r person ifanc.
- ⇒ Cydnabod ac ymateb i anghenion cymorth a datblygu pob defnyddiwr gwasanaeth.
- ⇒ Cyfrannu tuag at anghenion cefnogi a datblygu defnyddwyr gwasanaeth trwy weithio mewn partneriaeth ag asiantaethau eraill.
- ⇒ Cwblhau Llyfrau Gwaith Agored Cymru gyda phobl ifanc a hyrwyddo pob cyfle i archwilio addysg / hyfforddiant a chyfleoedd gwaith.
- ⇒ Cyfarfod â defnyddwyr gwasanaeth er mwyn monitro anghenion cymorth a datblygu fel y nodwyd yn eu cynllun llwybr.
- ⇒ Sicrhau bod cofnodion effeithiol yn cael eu cadw o bob cyswllt a wneir â'r Defnyddwyr Gwasanaeth er mwyn paratoi adroddiadau yn ôl yr angen, ac fel tystiolaeth o'r gwasanaeth a ddarperir.
- ⇒ Gweinyddu Dyletswydd Gofal ar gyfer pob defnyddiwr gwasanaeth
- ⇒ Cyflawni'r holl ddyletswyddau / cyfrifoldebau trwy gadw at God Ymarfer Cyngor Gofal Cymru.
- ⇒ Cynnal cyfarfod rheolaidd gyda'r defnyddwyr gwasanaeth.
- ⇒ Cwblhau Holiaduron Cymorth ac olrhain cynnydd pobl ifanc ar ôl gadael y gwasanaeth.
- ⇒ Weithiau bydd angen gweithio y tu allan i oriau gwaith arferol i ddiwallu anghenion Pobl Ifanc ar gwasanaeth. Bydd angen hyblygrwydd. Gall hyn gynnwys nosweithiau min nos a shifftiau penwythnos.

#### **PRIF DYLETSWYDDAU**

Bydd yr ymgynghorydd personol yn adrodd i'r Rheolwr ar y cyfrifoldebau canlynol: -

#### **GWASANAETHAU/ CEFNOGAETH A GYNIGIR**

- ⇒ Cadw at BroTOCOL Amddiffyn Plant GISDA a pholisïau eraill.
- ⇒ Cynorthwyo a chymryd rhan mewn cyfarfodydd staff a chyfarfodydd cynnydd i sicrhau lefel gyfathrebu effeithlon iawn rhwng staff a denyddwyr gwasanaeth.
- ⇒ Sicrhau bod cofnodion cywir a diweddar yn cael eu cadw er mwyn ysgrifennu adroddiadau yn ôl yr angen.
- ⇒ Sicrhau bod defnyddwyr gwasanaeth yn derbyn cyngor ar fudd-daliadau, opsiynau tai a gwybodaeth berthnasol arall mewn perthynas â'u cynlluniau llwybr.
- ⇒ Hyrwyddo a chydweithio â'r holl wasanaethau mewnol eraill a gynigir.
- ⇒ Cyfathrebu mewn modd proffesiynol ag asiantaethau allanol ar ran neu gyda'r defnyddwyr gwasanaeth.
- ⇒ Gweithio mewn partneriaeth ar defnyddwyr gwasanaeth ac asiantaethau allanol er mwyn diwallu eu hanghenion cymorth.
- ⇒ Teithio i gefnogi defnyddwyr y gwasanaeth ledled Gwynedd.

#### **IECHYD A DIOGELWCH**

- ⇒ Sicrhau fod adnoddau'n cael eu gwirio'n rheolaidd a bod unrhyw eitem sydd wedi dyddio, wedi torri, ei difrodi neu ar goll yn cael ei adrodd i'r Rheolwr Prosiect.
- ⇒ Cynnal arolygiadau, a chofnodoni ar gyflwr llety'r defnyddiwr gwasanaeth.
- ⇒ a) ystafelloedd hostel yn wythnosol

- ⇒ b) unedau hostel yn fisol
- ⇒ Yn dibynnu ar gyflwr yr eiddo, disgresiwn y Gweithiwr Allweddol yw trefnu mwy / llai o wiriadau.
- ⇒ Cynorthwyo gyda'r dyletswyddau o lanhau'r unedau yn ôl yr angen a pharatoi i'w hailddyrannu.
- ⇒ Cynorthwyo gyda dyletswyddau Swyddog Tân / Cymorth Cyntaf yn ôl yr angen.

#### **DYLETSWYDDAU CYFFREDINOL**

- ⇒ Cyfrannu at eich hyfforddiant a'ch datblygiad personol eich hun.
- ⇒ Hyrwyddo dull cyfeillgar, anfeirniadol, anwahaniaethol ym mhob agwedd ar y gwaith, tuag at ddefnyddwyr gwasanaeth, cydweithwyr, y bwrdd rheoli ac aelodau'r cyhoedd / asiantaethau eraill.
- ⇒ Hyrwyddo Gwerthoedd a Diwylliant Mewnol GISDA.
- ⇒ Hyrwyddo Nodau ac Amcanion GISDA.
- ⇒ Cyflawni unrhyw ddyletswyddau rhesymol yn ôl yr angen.
- ⇒ Sicrhau y cedwir at bolisiâu a gweithdrefnau cyfredol GISDA.
- ⇒ Cyfrannu at sesiynau goruchwyllo ac arfarniadau blynyddol.
- ⇒ Cadw'r holl wybodaeth sy'n ymwneud â staff a defnyddwyr gwasanaeth yn gyfrinachol, yn unol â'r ddeddf diogelu data a pholisi cyfrinachedd y Cwmni

Ni all unrhyw ddisgrifiad swydd gwmpasu pob mater a allai godi yn y rôl ar wahanol adegau. Er mwyn cynnal gwasanaeth effeithiol efallai y bydd gofyn i chi ymgymryd ag unrhyw dasgau rhesymol eraill sy'n gyson â'r rhai yn y ddogfen hon fel y penderfynir gan eich pennaeth adran

| MANYLDEB PERSON              |                                                                               |                                                   |                           |
|------------------------------|-------------------------------------------------------------------------------|---------------------------------------------------|---------------------------|
| MEINI PRAWF                  | HANFODOL                                                                      | DYMUNOL                                           | ASESU                     |
| Addysg a cymhwysterau        |                                                                               | Cymhwyster NVQ lefel 3 neu cyfatebol              | Ffurflen gais a cyfweliad |
| Profiad perthnasol i'r swydd | Ymwybyddiaeth a dealltwriaeth o anghenion a chyfleoedd defnyddwyr gwasanaeth. | Profiad o weithio yn y sector wirfoddol           | Ffurflen gais a cyfweliad |
|                              | Profiad o weithio gyda phobl ifanc                                            | Profiad o rwydweithio /gweithio mewn partneriaeth | Ffurflen gais a cyfweliad |
|                              |                                                                               | Profiad o lunio pecyn cymorth                     | Ffurflen gais a cyfweliad |
| Sgiliau perthnasol i'r swydd | Cyfathrebu mewn ystod eang o sefyllfaoedd                                     |                                                   | Ffurflen gais a cyfweliad |
|                              | Sgiliau rhyngbersonol da                                                      |                                                   | Ffurflen gais a cyfweliad |
|                              | Cadw cofnodion a ysgrifennu adroddiadau                                       |                                                   | Ffurflen gais a cyfweliad |
|                              | Y gallu i weithio'n annibynol                                                 |                                                   | Ffurflen gais a cyfweliad |
|                              | Y gallu i weithio fel rhan o dîm                                              |                                                   | Ffurflen gais a cyfweliad |
|                              | Rheoli amser yn effeithiol a'r gallu i gyrraedd targedau                      |                                                   | Ffurflen gais a cyfweliad |
|                              | Y gallu i ddefnyddio rhaglenni cyfrifiadurol, e.e. Word, Excel, Outlook       |                                                   | Ffurflen gais a cyfweliad |
|                              | Y gallu i ddelio gyda gwybodaeth sensitif a chyfrinachol                      |                                                   | Ffurflen gais a cyfweliad |
|                              | Dealltwriaeth o weithredu ffiniau                                             |                                                   | Ffurflen gais a cyfweliad |
|                              | Y gallu a'r hyder i herio penderfyniadau ar hawliau defnyddwyr gwasanaeth     |                                                   | Ffurflen gais a cyfweliad |
|                              | Y gallu i ddelio gyda gwybodaeth sensitif a chyfrinachol                      |                                                   | Ffurflen gais a cyfweliad |
| Arall                        | Trwydded yrru lawn.                                                           |                                                   | Ffurflen gais a cyfweliad |
| Iaith                        | Yn gallu cyfathrebu yn Gymraeg a Saesneg mewn amrywiaeth o sefyllfaoedd       |                                                   | Ffurflen gais a cyfweliad |

## JOB DESCRIPTION

|                     |                                                     |
|---------------------|-----------------------------------------------------|
| <b>JOB TITLE</b>    | Therapeutic Personal Adviser (Leaving Care Project) |
| <b>REPORTING TO</b> | Leaving Care Project Team Leader                    |
| <b>LOCATION</b>     | Gwynedd – travel involved                           |
| <b>HOURS</b>        | 37 per week                                         |
| <b>SALARY</b>       | B3 £24,819.60 - £26,127.92                          |
| <b>CONTRACT</b>     | permanent                                           |

### PURPOSE OF JOB

- ⇒ Supporting Care Leavers, including young parents, with the transition from moving on to independent living. Provide a person centered toolkit that will support and make a positive difference to care leavers providing support with Housing, Education and Employment to reach their life aspirations and build resilience.
- ⇒ Working alongside the 16+ social services team, where you hold a caseload of care leavers providing one to one support and providing support within the role of a personal adviser. This will include reviewing and updating young people's pathway plans every six months.
- ⇒ Act as a personal adviser in accordance with the Well-being Act in 2014.

### DUTIES AND RESPONSIBILITIES

- ⇒ Work within a psychological framework and in accordance with GISDA's therapeutic model.
- ⇒ All staff to share understanding of complex trauma, attachment and personality disorder.
- ⇒ Build healthy, trusting relationships with Young People, giving them opportunities to engage in both informal and formal settings.
- ⇒ Creating a safe and welcoming service that facilitates interaction with Young People.
- ⇒ Promoting self care and independence in our Young People.
- ⇒ Encourage, motivate and believe in young people.
- ⇒ Act as a role model and demonstrate appropriate ways of dealing with problems
- ⇒ Establish positive relationships and always pay close attention to young people.
- ⇒ Enable service users - young people, families and their children to live independently.
- ⇒ Develop and implement a Support plan for all Service Users in the Project.
- ⇒ Continually monitor young people's success and outcomes with a clear goal when working with the young person.
- ⇒ Recognize and respond to the support and development needs of all service users.
- ⇒ Contribute to the support and development needs of service users by working in partnership with other agencies.
- ⇒ Complete Agored Cymru Workbooks with young people and promote all opportunities to explore education / training and employment opportunities.
- ⇒ Meet with service users to monitor support and development needs as identified in their pathway plan.
- ⇒ Ensure effective records are kept of all contacts made with Service Users for the preparation of reports as required, and as evidence of service provision.
- ⇒ Administering a Duty of Care for all service users

- ⇒ Undertake all duties / responsibilities by adhering to the Care Council for Wales Code of Practice.
- ⇒ Hold regular meeting with service users.
- ⇒ Complete Support Questionnaires and track young people's progress after leaving the service.
- ⇒ Occasionally it may be necessary to work outside normal working hours to meet the needs of Young People and service. Flexibility will be required. This can include evenings and weekend shifts.

#### **KEY RESPONSIBILITIES**

The Personal Adviser will report on the following:

#### **SERVICES/SUPPORT OFFERED**

- ⇒ Adhere to the GISDA Child Protection Protocol and other policies.
- ⇒ Assist and participate in staff meetings and progress meetings to ensure a highly efficient level of communication between staff and service users.
- ⇒ Ensure accurate and up-to-date records are kept to write reports as required.
- ⇒ Ensure that service users receive benefits advice, housing options and other relevant information in relation to their pathway plans.
- ⇒ Promote and collaborate with all other in-house services offered.
- ⇒ Communicate in a professional manner with external agencies on behalf of or with service users.
- ⇒ Work in partnership with service users and external agencies to meet their support needs.
- ⇒ Travel to support service users throughout Gwynedd.

#### **HEALTH AND SAFETY**

- ⇒ Ensure that resources are regularly checked and that any items that are out of date, broken, damaged or missing are reported to the Project Manager.
- ⇒ Carry out inspections, and record the condition of the service user's accommodation.
  - a) weekly hostel rooms
  - b) hostel units on a monthly basis
- ⇒ Depending on the condition of the property, it is at the discretion of the Key Worker to arrange more / fewer checks.
- ⇒ Assist with the duties of cleaning the units as required and preparing for reallocation.
- ⇒ Assist with Fire Officer / First Aid duties as required.

#### **GENERAL RESPONSIBILITIES**

- ⇒ Contribute to your own training and personal development.
- ⇒ Promote a friendly, non-judgmental, non-discriminatory approach in all aspects of the work, to service users, colleagues, the board of management and members of the public / other agencies.
- ⇒ Promoting GISDA's Internal Values and Culture.
- ⇒ Promoting the Aims and Objectives of GISDA.
- ⇒ Undertake any reasonable duties as required.
- ⇒ Ensure that current GISDA policies and procedures are adhered to.
- ⇒ Contribute to supervision sessions and annual appraisals.
- ⇒ Keep all information relating to staff and service users confidential, in accordance with data protection law and the Company's confidentiality policy

| PERSON SPECIFICATIONS               |                                                                          |                                              |                                   |
|-------------------------------------|--------------------------------------------------------------------------|----------------------------------------------|-----------------------------------|
| BENCHMARKS                          | ESSENTIAL                                                                | DESIRABLE                                    | ASSESSMENT                        |
| <b>Education and Qualifications</b> |                                                                          | NVQ level 3 or equivalent                    | Application Form and Certificates |
| <b>Experience Relevant to Job</b>   | Awareness and understanding of needs and opportunities for service users | Experience in the voluntary sector           | Application Form and Interview    |
|                                     | Experience of working with young people                                  | Networking / partnership working experience. | Application Form and Interview    |
|                                     |                                                                          | Experience of developing support packages    | Application Form and Interview    |
| <b>Knowledge Relevant to Job</b>    | Boundary awareness in the field of support                               |                                              | Application Form and Interview    |
|                                     | Awareness of child protection issues.                                    |                                              | Application Form and Interview    |
|                                     | Awareness of the needs of vulnerable young people                        |                                              | Application Form and Interview    |
| <b>Skills Relevant to Job</b>       | Communicate in a wide variety of situations in both English and Welsh    |                                              | Application Form and Interview    |
|                                     | Keep records and produce reports                                         |                                              |                                   |
|                                     | Work both independently and as a member of a team                        |                                              | Application Form and Interview    |
|                                     | Prioritize and organize work                                             |                                              | Application Form and Interview    |
|                                     | Effective listening skills                                               |                                              | Application Form and Interview    |
|                                     | Effective time management and able to reach targets                      |                                              | Application Form and Interview    |
|                                     | Information technology skills e.g. Word, Excel, Outlook                  |                                              | Application Form and Interview    |
|                                     | Handle sensitive and confidential information.                           |                                              | Application Form and Interview    |
|                                     | Good interpersonal skills                                                |                                              | Application Form and Interview    |
|                                     | Ability and confidence to challenge decisions on service users' rights.  |                                              | Application Form and Interview    |
| <b>Other</b>                        | Full driving licence.                                                    |                                              | Application Form and Interview    |
| <b>Language</b>                     | Ability to communicate both written and oral in Welsh and English        |                                              | Application Form and Interview    |