DISGRIFIAD SWYDD

TEITL SWYDD	Gweithiwr Allweddol Hwb Pobl ifanc Pwllheli
LLEOLIAD	Pwllheli
ORIAU	22.5 awr yr wythnos
CYFLOG	B3: £25,781-£27,089 pro rata
CYTUNDEB	Cytundeb 12 mis

PRIF BWRPAS Y SWYDD

Bydd deiliad y swydd yn gweithredu fel presenoldeb cyson, croesawgar a chefnogol yn Hwb GISDA ym Mhwllheli, gan gymryd cyfrifoldeb dros ddatblygu'r hwb fel canolbwynt lleol i bobl ifanc bregus ac sydd mewn perygl o ddigartrefedd.

Bydd y swydd yn darparu cymorth person-ganolog, seiliedig ar drawma ac wedi'i lywio gan egwyddorion Amgylchedd Seicolegol Gwybodus (PIE) i bobl ifanc sy'n byw yn eiddo GISDA ym Mhwllheli, gan eu galluogi i gynnal llety, datblygu sgiliau byw'n annibynnol a chyflawni canlyniadau cadarnhaol.

Fel aelod o Dîm Cymorth Tai GISDA, bydd deiliad y swydd hefyd yn darparu cymorth un-i-un i bobl ifanc ar y rhestr cymorth symudol ar draws Pen Llŷn a Gwynedd. Bydd y swydd yn cynnwys datblygu partneriaethau lleol, hyrwyddo cyfleoedd i bobl ifanc, a sicrhau bod yr hwb yn adnodd gwerthfawr sy'n ymateb i anghenion pobl ifanc a'r gymuned leol.

CYFRIFOLDEBAU ALLWEDDOL

Datblygu a Chydlynu'r Hwb

- Bod yn bresenoldeb rheolaidd a chroesawgar yn Hwb GISDA, Pwllheli.
- Cymryd perchnogaeth o ddatblygiad a gweithrediad dyddiol yr hwb.
- Creu amgylchedd diogel, cynhwysol a chroesawgar i bobl ifanc.
- Datblygu gweithgareddau, sesiynau a chyfleoedd sy'n ymateb i anghenion pobl ifanc lleol.
- Annog pobl ifanc i ddefnyddio'r hwb fel man cefnogol a chadarnhaol.
- Datblygu a chynnal perthynas waith effeithiol gyda gwasanaethau, grwpiau cymunedol a rhanddeiliaid lleol.
- Hyrwyddo gwasanaethau GISDA a chynyddu ymwybyddiaeth o'r cymorth sydd ar gael.

Cymorth i Bobl Ifanc

- Gweithio o fewn fframwaith PIE ac yn unol â model therapiwtig GISDA.
- Defnyddio dealltwriaeth o drawma, ymlyniad ac iechyd meddwl wrth gefnogi pobl ifanc.
- Adeiladu perthnasoedd cadarnhaol, iach a phroffesiynol gyda phobl ifanc.

- Darparu cymorth un-i-un yn unol ag anghenion unigol pob person ifanc.
- Datblygu, gweithredu ac adolygu cynlluniau cymorth personol.
- Monitro cynnydd a chanlyniadau pobl ifanc a chynllunio camau nesaf gyda nhw.
- Annog pobl ifanc i ddatblygu hyder, annibyniaeth a gwytnwch.
- Bod yn fodel rôl cadarnhaol a hyrwyddo ymddygiad pro-gymdeithasol.
- Darparu cymorth emosiynol ac ymarferol i bobl ifanc mewn argyfwng neu gyfnodau o newid.

Tai ac Atal Digartrefedd

- Cefnogi pobl ifanc sy'n byw yn eiddo GISDA ym Mhwllheli.
- Cynorthwyo pobl ifanc i gynnal tenantiaethau a lleihau'r risg o ddigartrefedd.
- Darparu cyngor a chefnogaeth ynghylch tai, budd-daliadau a materion ariannol.
- Datblygu sgiliau byw'n annibynnol gan gynnwys cyllidebu, coginio, glanhau a rheoli cartref.
- Cefnogi pobl ifanc i symud ymlaen i lety mwy annibynnol pan fo hynny'n briodol.
- Darparu cymorth symudol i bobl ifanc sy'n byw yn eu cymunedau ar draws Pen Llŷn.

Addysg, Cyflogaeth a Datblygiad Personol

- Cefnogi pobl ifanc i gael mynediad at addysg, hyfforddiant, gwirfoddoli a chyflogaeth.
- Cwblhau achrediadau Agored Cymru lle bo hynny'n briodol.
- Hyrwyddo cyfleoedd sy'n gwella sgiliau, hyder a dyheadau pobl ifanc.
- Helpu pobl ifanc i adnabod a chyflawni eu nodau personol.

Partneriaethau ac Eiriolaeth

- Gweithio mewn partneriaeth ag asiantaethau statudol a gwirfoddol.
- Mynychu cyfarfodydd amlasiantaethol a chynrychioli buddiannau'r bobl ifanc.
- Eirioli ar ran pobl ifanc pan fo angen.
- Cyfeirio ac arwyddbostio pobl ifanc at wasanaethau cymorth priodol.
- Cyfrannu at ddatblygu ymatebion lleol i anghenion pobl ifanc bregus.

Diogelu a Llywodraethu

- Gweithredu yn unol â pholisïau a gweithdrefnau diogelu GISDA.
- Adnabod, cofnodi ac ymateb yn briodol i unrhyw bryderon diogelu.
- Sicrhau cydymffurfiaeth â pholisïau iechyd a diogelwch, diogelu data a chyfrinachedd.
- Gweithio yn unol â Chod Ymarfer Gofal Cymru a gwerthoedd GISDA.

Monitro a Chofnodion

- Cadw cofnodion manwl, cywir a chyfredol o bob cyswllt gyda defnyddwyr gwasanaeth.

- Casglu data monitro a gwybodaeth am ganlyniadau.
- Cynhyrchu adroddiadau yn ôl yr angen.
- Cwblhau holiaduron taith cymorth a gwaith dilynol gyda phobl ifanc ar ôl iddynt adael y gwasanaeth.

Cyfrifoldebau Cyffredinol

- Mynychu cyfarfodydd tîm, sesiynau goruchwylio a hyfforddiant perthnasol.
- Cynorthwyo gyda derbyn a phrosesu atgyfeiriadau pan fo angen.
- Cyfrannu at ddatblygiad a gwelliant parhaus gwasanaethau GISDA.
- Teithio ar draws Gwynedd wrth gefnogi pobl ifanc a mynychu cyfarfodydd.
- Gweithio'n hyblyg, gan gynnwys gyda'r nos neu ar benwythnosau pan fo angen i ddiwallu anghenion y gwasanaeth.
- Cyflawni unrhyw ddyletswyddau rhesymol eraill sy'n briodol i'r swydd.

CYFRIFOLDEBAU CYFFREDINOL

⇒ Gweithredu oddi mewn i bolisïau a gweithdrefnau GISDA yng nghyswllt cyfle cyfartal a chydraddoldeb.

⇒ Cyfrifoldeb i adrodd am unrhyw bryder neu amheuaeth bod plentyn neu oedolyn bregus yn cael ei gam-drin.

⇒ I weithio o fewn fframwaith PIE, yn unol a model therapiwtig GISDA.

⇒ I adeiladu perthynas gref, iach ,a chyfeillgar gyda pobl ifanc gan roi y cyfle iddynt ymgysylltu/a mynegi ei hunain mewn awyrgylch ffurfiol ac anffurfiol.

⇒ I greu awyrgylch di sefydliad, saff a chroesawgar sydd yn rhoi y cyfle i bobl ifanc drafod a mynegi ei teimladau /pryderon.

⇒ I annog, ysgogi a credu mewn pobl ifanc .

⇒ I gwblhau achrediadau Agored Cymru a cefnogi a hyrwyddo pob cyfle posib yn ymwneud a addysg/hyfforddiant/gwirfoddoli a'r bydgwaith.

⇒ Cyfrannu tuag at hyfforddiant a datblygiad personol eich hun.

⇒ Hyrwyddo agwedd gyfeillgar, gwrth-wahaniaethol ym mhob agwedd o'r gwaith tuag at ddefnyddwyr gwasanaeth, cyd-weithwyr, aelodau o'r Bwrdd Rheoli, aelodau o'r cyhoedd ac asiantaethau eraill.

⇒ Hyrwyddo gwerthoedd a diwylliant mewnol y Cwmni.

⇒ Hyrwyddo nod ac amcanion y Cwmni.

⇒ Ymgymryd ag unrhyw dasgau rhesymol yn ôl yr angen.

⇒ Ymlynu at holl bolisïau a gweithdrefnau cyfredol y Cwmni.

⇒ Cyfrannu at sesiynau arolygaeth.

⇒ Cadw holl wybodaeth sy'n berthnasol i'r Cwmni, y staff a defnyddwyr gwasanaeth y Cwmni yn gyfrinachol.

MANYLDEB PERSON			
Byddwch yn berson sydd yn meddu ar brofiadau bywyd a gwerthoedd perthnasol a fyddai yn gweddu i'r Swydd Gweithiwr Allweddol. Byddwch yn gallu cario allan eich dyletswyddau yn effeithiol, gan weithredu mewn ffordd gefnogol a threfnus.			
MEINI PRAWF	**HANFODOL**	**DYMUNOL**	**DULL ASESU**
Addysg a Chymhwysterau		Cymhwyster Addysg hyd at lefel NVQ 3 neu gyfatebol.	Ffurflen Gais a Thystysgrifau
Profiad ac Ymwybyddiaeth Perthnasol i Swydd	Y gallu i adnabod risgiau a gweithredu fel yr angen.	Eirioli a chynrychioli eraill	Ffurflen Gais a Chyfweliad
	Ymwybyddiaeth o anghenion a chyfleoedd plant / Pobl Ifanc.	Profiad o gynllunio gwaith / pecyn cefnogaeth	Ffurflen Gais a Chyfweliad
		Gweithio yn y Sector Wirfoddol	Ffurflen Gais a Chyfweliad
Sgiliau Perthnasol i Swydd	Diddordeb ac empathi tuag at bobl ifanc	Deallusrwydd o sgiliau gwrando..	Ffurflen Gais a Chyfweliad
	Dealltwriaeth o, a'r gallu, i weithredu ffiniau clir.	Y gallu i nodi risg a gweithredu camau perthnasol.	Ffurflen Gais a Chyfweliad
	Cyfathrebu mewn amrywiaeth o sefyllfaoedd yn y Gymraeg a'r Saesneg.		Ffurflen Gais a Chyfweliad
	Sgiliau rhyngbersonol da.		Ffurflen Gais a Chyfweliad
	Cadw cofnodion ac ysgrifennu adroddiadau.		Ffurflen Gais a Chyfweliad
	Y gallu i weithio ar eich liwt eich hun.		Ffurflen Gais a Chyfweliad
	Y gallu i weithio fel aelod o dîm.		Ffurflen Gais a Chyfweliad
	Y gallu i ddefnyddio rhaglenni cyfrifiadurol megis Word, Excel ag Outlook.		Ffurflen Gais a Chyfweliad
	Y gallu i ddelio gyda gwybodaeth sensitif a chyfrinachol		Ffurflen Gais a Chyfweliad
	Y gallu a'r hyder i herio penderfyniadau ar hawliau Defnyddwyr Gwasanaeth		Ffurflen Gais a Chyfweliad
	Rheolaeth amser effeithiol a'r gallu i gyrraedd targedau		Ffurflen Gais a Chyfweliad
Arall	Trwydded yrru llawn a chyfredol.	.	Ffurflen Gais a Chyfweliad

JOB DESCRIPTION

JOB TITLE	Pwllheli Hub Young People Key Worker
LOCATION	Pwllheli
HOURS	22.5 hours a week
SALARY	B3: £25,781-£27,089 pro rata
CONTRACT	12 months contract

MAIN PURPOSE OF THE ROLE

The post holder will act as a consistent, welcoming, and supportive presence at the GISDA Hub in Pwllheli, taking responsibility for developing the hub as a local focal point for vulnerable young people who are at risk of homelessness.

The role will provide person-centred, trauma-informed support—guided by the principles of a Psychologically Informed Environment (PIE)—to young people living in GISDA accommodation in Pwllheli, enabling them to maintain their housing, develop independent living skills, and achieve positive outcomes.

As a member of the GISDA Housing Support Team, the post holder will also provide one-to-one support to young people receiving mobile support across the Llŷn Peninsula and Gwynedd. The role will involve developing local partnerships, promoting opportunities for young people, and ensuring that the hub serves as a valuable resource that responds to the needs of young people and the local community.

KEY RESPONSIBILITIES

Developing and Coordinating the Hub

- Maintain a regular and welcoming presence at the GISDA Hub, Pwllheli.
- Take ownership of the development and daily operation of the Hub.
- Create a safe, inclusive, and welcoming environment for young people.
- Develop activities, sessions, and opportunities that respond to the needs of local young people.
- Encourage young people to use the Hub as a supportive and positive space.
- Develop and maintain effective working relationships with local services, community groups, and stakeholders.
- Promote GISDA's services and increase awareness of the support available.

Support for Young People

- Work within the PIE (Psychologically Informed Environments) framework and in accordance with GISDA's therapeutic model.
- Apply an understanding of trauma, attachment, and mental health when supporting young people.
- Build positive, healthy, and professional relationships with young people.
- Provide one-to-one support tailored to the individual needs of each young person.

- Develop, implement, and review personal support plans.
- Monitor the progress and outcomes of young people and plan next steps with them.
- Encourage young people to develop confidence, independence, and resilience.
- Act as a positive role model and promote pro-social behaviour.
- Provide emotional and practical support to young people in crisis or during period of change.

Housing and Homelessness Prevention

- Support young people living in GISDA properties in Pwllheli.
- Assist young people in maintaining tenancies and reducing the risk of homelessness.
- Provide advice and support regarding housing, benefits, and financial matters.
- Develop independent living skills, including budgeting, cooking, cleaning, and household management.
- Support young people to move on to more independent accommodation when appropriate.
- Provide mobile support to young people living in their own communities across the Llŷn Peninsula.

Education, Employment, and Personal Development

- Support young people to access education, training, volunteering, and employment.
- Complete Agored Cymru accreditations where appropriate.
- Promote opportunities that enhance young people's skills, confidence, and aspirations.
- Help young people identify and achieve their personal goals. Partnerships and Advocacy
- Working in partnership with statutory and voluntary agencies.
- Attending multi-agency meetings and representing the interests of young people.
- Advocating on behalf of young people when necessary.
- Referring and signposting young people to appropriate support services.
- Contributing to the development of local responses to the needs of vulnerable young people.

Safeguarding and Governance

- Acting in accordance with GISDA's safeguarding policies and procedures.
- Identifying, recording, and responding appropriately to any safeguarding concerns.
- Ensuring compliance with health and safety, data protection, and confidentiality policies.
- Working in accordance with the Social Care Wales Code of Practice and GISDA's values.

Monitoring and Records

- Maintaining detailed, accurate, and up-to-date records of all contact with service users.
- Collecting monitoring data and information regarding outcomes.

- Producing reports as required.
- Completing 'support journey' questionnaires and conducting follow-up work with young people after they have left the service.

General Responsibilities

- Attending team meetings, supervision sessions, and relevant training. • Assist with receiving and processing referrals when necessary.
- Contribute to the development and continuous improvement of GISDA's services.
- Travel across Gwynedd to support young people and attend meetings.
- Work flexibly, including evenings or weekends when necessary to meet the needs of the service.
- Carry out any other reasonable duties appropriate to the role.

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GENERAL RESPONSIBILITIES

⇒ Operate within GISDA's equal opportunities and equality policies and procedures.
⇒ Responsibility to report any concern or suspicion of abuse of a child or vulnerable adult.
⇒ To work within the AYP framework, in line with GISDA's therapeutic model.
⇒ To build strong, healthy relationships with young people giving them the opportunity to engage / express themselves in a formal and informal atmosphere. To create a non-institutional, safe and welcoming atmosphere that gives young people the opportunity to discuss and express their feelings / concerns.
⇒ To encourage, motivate and believe in young people.
⇒ To complete Agored Cymru accreditations and support and promote all possible education / training / volunteering opportunities in the world of work.
⇒ Contribute to own training and personal development.
⇒ Promote a friendly, non-discriminatory attitude in all aspects of the work towards service users, colleagues, members of the Management Board, members of the public and other agencies.
⇒ Promote the Company's internal values and culture.
⇒ Promote the Company's aims and objectives.
⇒ Undertake any reasonable tasks as required.
⇒ Adhere to all current Company policies and procedures.
⇒ Contribute to supervision sessions.
⇒ Keep all information relevant to the Company, its staff and its service users confidential.

PERSON SPECIFICATION			
You will be a person who has the relevant values and life experience which are part of the key Worker post. You will be able to carry out your duties effectively, working in a supporting and methodical manner			
BENCHMARKS	**ESSENTIAL**	**DESIRABLE**	**ASSESSED**
Education and Qualifications		Education at level NVQ3 or equivalent	Application Form and Certificates
Experience and Awareness Relevant to Role	Able to identify risk and act accordingly.	Advocate for and represent others.	Application Form and Interview
	Awareness of needs and opportunities for children and young people.	Experience of planning work/support packages	Application Form and Interview
		Working in the voluntary sector	Application Form and Interview
Skills Relevant to Role	Interest and empathy with young people	Understanding of listening skills	Application Form and Interview
	Understanding of and able to practice clear boundaries	Able to identify risk and act accordingly	Application Form and Interview
	Communicate in multi situations in Welsh and English		Application Form and Interview
	Good interpersonal skills		Application Form and Interview
	Keep written records and reports.		Application Form and Interview
	Able to work independently.		Application Form and Interview
	Able to work as part of a team.		Application Form and Interview
	Able to use IT programmes such as Word, Excel and Outlook.		Application Form and Interview
	Able to deal with sensitive and confidential information		Application Form and Interview
	Ability and confidence to challenge decisions and rights of service users		Application Form and Interview
	Effective time management and reaching targets		Application Form and Interview
Other	Full and current driving licence	.	Application Form and Interview