



DISGRIFIAD SWYDD

TEITL SWYDD	Gweithiwr Allweddol (Pobl ifanc sydd wedi profi gofal)
LLEOLIAD	Caernarfon
ORIAU	30 awr yr wythnos
CYFLOG	B3: £24,819 – £26127 pro rata
CYTUNDEB	Parhaol
PRIF BWRPAS Y SWYDD	
Cefnogi pobl ifanc â phrofiad o ofal i fyw'n annibynnol drwy ddarparu cefnogaeth person-ganolig i'w cynorthwyo i gadw tenantiaeth, dysgu sgiliau byw'n annibynnol, datblygu eu hiechyd, lles a gwydnwch. Bydd deiliad y swydd yn gyfrifol am ofalu am fflatiau i bobl ifanc, yn ogystal â chefnogi pobl ifanc eraill o fewn y cynllun, gan sicrhau eu bod yn cael y gefnogaeth angenrheidiol i bontio'n llwyddiannus i fywyd annibynnol.	
CYFRIFOLDEBAU ALLWEDDOL	
Cefnogi Pobl Ifanc - Gweithio o fewn fframwaith PIE a model therapiwtig GISDA, gan sicrhau bod staff yn deall trawma, ymlyniad ac anhwylderau personoliaeth. - Adeiladu perthnasoedd cryf, iach a phositif gyda phobl ifanc, gan greu awyrgylch diogel a chroesawgar sy'n eu galluogi i fynegi eu hunain a thrafod pryderon. - Hyrwyddo lles, annibyniaeth, a sgiliau byw'n annibynnol, gan annog, ysgogi a chredu mewn pobl ifanc, a gweithredu fel rôl model cadarnhaol. - Darparu cefnogaeth i bobl ifanc i fonitro cynnydd, cwblhau cynlluniau cefnogaeth, asesiadau anghenion ac asesiadau risg, a diweddarau'r cynlluniau hyn yn unol ag anghenion newidiol. - Galluogi pobl ifanc a'u teuluoedd i fyw'n annibynnol drwy ddarparu cefnogaeth personol wedi ei deilwra. - Sicrhau bod holl gofnodion manwl a chywir yn cael eu cadw'n gyfredol ar system INFORM, gan baratoi adroddiadau chwarterol. - Cefnogi mynediad at addysg, hyfforddiant, gwaith neu wirfoddoli, gan gwblhau achreidiadau Agored Cymru lle'n berthnasol. - Gweithio mewn partneriaeth ag asiantaethau eraill i ddarparu cefnogaeth gynhwysfawr. - Cydlynu cefnogaeth pobl ifanc gyda staff a gweithwyr cymdeithasol Tîm Ôl-16 Cyngor Gwynedd i sicrhau bod cynlluniau cefnogaeth yn cael eu gweithredu'n effeithiol	

Llety a chydweithio

- Gofalu am fflatiau y cynllun yn ardal Caernarfon, gan gydweithio gyda'r cydlynnydd eiddo i sicrhau bod eiddo'n ddiogel ac mewn cyflwr da
- Sicrhau bod cytundebau tenantiaeth a thrwyddedau'n cael eu cwblhau, a'u diweddarau ar gyfer pob person ifanc.
- Cynorthwyo Swyddog Llety Pobl Ifanc Ôl Ofal i ofalu am dai eraill y cynllun, gan fod ar gael i roi cefnogaeth ychwanegol neu ymateb i argyfyngau pan fo angen.
- Cynnal archwiliadau wythnosol o'r fflatiau i fonitro cyflwr, glendid a diogelwch.
- Trefnu a chynnal cyfarfodydd preswylwyr misol gyda phobl ifanc sy'n byw yn y fflatiau, gan roi cyfle iddynt rannu unrhyw bryderon mewn amgylchedd cefnogol.
- Gwneud ceisiadau Budd-dal Tai ar ran pobl ifanc, gan sicrhau mynediad i'r cymorth ariannol y maent yn gymwys iddo.
- Cydweithio'n agos gyda Thîm ôl ofal a'r Tîm Cymorth Tai i ddarparu cymorth pan fo angen gan gynnwys gwiriadau nos a gyda'r penwythnos mewn rhai achosion.
- Bod ar gael ac yn gweithio o'n Hwb yng Nghaernarfon, gan gydweithio'n effeithiol gyda phartneriaid a darparu cefnogaeth i bobl ifanc

CYFRIFOLDEBAU CYFFREDINOL

- ⇒ Gweithredu oddi mewn i bolisiâu a gweithdrefnau GISDA yng nghyswllt cyfle cyfartal a chydaddoldeb.
- ⇒ 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 achrediau 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 cyhoeddacasiaethau 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 bolisiâu 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			
MEINI PRAWF	HANFODOL	DYMUNOL	DULL ASESU
Addysg a Chymhwysterau	Cymhwyster 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.	Deallusrwydd o brotocolau a materion Amddiffyn Plant	Ffurflen Gais a Chyfweliad
	Eirioli a chynrychioli eraill.	Gwybodaeth o'r system budd daliadau.	Ffurflen Gais a Chyfweliad
	Ymwybyddiaeth o anghenion a chyfleoedd plant / Pobl Ifanc.	.	Ffurflen Gais a Chyfweliad
	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 gwranddo..	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 rhyngpersonol 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	Key Worker (care experienced young people)
LOCATION	Caernarfon
HOURS	30 hours per week
SALARY	B3: £24,819 – £26127 pro rata
CONTRACT	Parhaol
MAIN PURPOSE OF THE ROLE	
Support care experienced young people to live independently by providing person-centred support to help them maintain their tenancy, develop independent living skills, and improve their health, wellbeing, and resilience. The post holder will be responsible for overseeing 4 flats for care-experienced young people, as well as supporting other young people within the scheme, ensuring they receive the necessary support to successfully transition to independent living.	
KEY RESPONSIBILITIES	
Supporting Young People • Work within the PIE framework and GISDA's therapeutic model, ensuring staff understand trauma, attachment, and personality disorders. • Build strong, healthy, and positive relationships with young people, creating a safe and welcoming environment that enables them to express themselves and discuss concerns. • Promote wellbeing, independence, and independent living skills by encouraging, motivating, and believing in young people, and acting as a positive role model. • Provide support to young people by monitoring their progress, completing support plans, needs assessments, and risk assessments, and updating these plans as their needs change. • Enable young people and their families to live independently by providing tailored, person-centred support. • Ensure all detailed and accurate records are kept up to date on the INFORM system and prepare quarterly reports. • Support access to education, training, employment, or volunteering opportunities, completing Agored Cymru accreditations where appropriate. • Work in partnership with other agencies to provide comprehensive support. • Coordinate support for young people with GISDA's care-experienced team staff and Gwynedd Council's Post-16 social workers to ensure support plans are effectively implemented. Accommodation and Collaboration • Oversee 4 flats in the scheme within the Caernarfon area, working with the property coordinator to ensure properties are safe and well-maintained. • Ensure tenancy agreements and licenses are completed and kept up to date for each	

young person.

- Assist the Care-Experienced Young People's Accommodation Officer in managing other scheme properties, being available to provide additional support or respond to emergencies when needed.
- Conduct weekly flat checks to monitor the condition, cleanliness, and safety of the accommodation.
- Arrange and lead monthly residents' meetings with young people living in the flats, providing them with a supportive space to raise any concerns.
- Complete Housing Benefit claims on behalf of young people, ensuring they access the financial support they are entitled to.
- Work closely with the care-experienced team and the Housing Support Team to provide support as needed, including occasional evening and weekend checks.
- Being available and working from our Hub in Caernarfon, collaborating effectively with partners and providing support for young people

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 PIE 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			
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.	Understanding of Childrens' Safeguarding protocols and issues	Application Form and Interview
	Advocate for and represent others.	Knowledge of the benefits system.	Application Form and Interview
	Awareness of needs and opportunities for children and young people.	.	Application Form and Interview
	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 t 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