DISGRIFIAD SWYDD

TEITL SWYDD	Gweithiwr Cefnogol Therapiwtig Pobl Ifanc
LLEOLIAD	Caernarfon
ORIAU	37 awr yr wythnos
CYFLOG	B2: £24,588.72-25,473.76 tâl cysgu mewn ychwanegol yn gyfystyr i leiafswm o £2000 y flwyddyn
CYSGU MEWN	£40 y noson yn ystod yr wythnos (Llun i Iau) £50 y noson ar y penwythnos (Gwener i Sul) £60 y noson gŵyl y banc
CYTUNDEB	parhaol

PRIF BWRPAS Y SWYDD

Cefnogi pobl ifanc, yn cynnwys rhieni ifanc, sydd yn agored i niwed i fyw yn annibynnol. Cynnig cefnogaeth person-ganolig i bobl ifanc bregus i'w cynorthwyo i gadw tenantiaeth, dysgu sgiliau byw yn annibynnol, datblygu iechyd a lles ac adeiladu gwydnwch.

CYFRIFOLDEBAU ALLWEDDOL

⇒ I weithio o fewn fframwaith PIE, yn unol a model therapiwtig GISDA.
⇒ Staff i gael dealltwriaeth o drawma, ymlyniad a anhwylder personoliaeth.
⇒ 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 hyrwyddo ac annog pobl ifanc i ofalu am lles ei hunain a bod yn fwy annibynnol.
⇒ I annog, ysgogi a credu mewn pobl ifanc .
⇒ Cyfrannu tuag at gwblhau cynlluniau cefnogaeth person ifanc.
⇒ Trefnu a chynnal gweithgareddau gyda pobl ifanc yn unol â'r cynllun cefnogaeth e.e. sesiynnau coginio, beicio, adeiladu hyder, mynd am dro.
⇒ Cefnogi pobl ifanc i gadw eu llety yn drefnus yn unol â'r safonau disgwyliedig.
⇒ Cefnogi pobl ifanc i gadw at delerau eu tenantiaeth.
⇒ Cefnogi pobl ifanc i gyllido yn effeithiol.
⇒ Cefnogi pobl ifanc i fewn i waith, hyfforddiant neu addysg.
⇒ Cefnogi pobl ifanc i wneud defnydd o'r Gwasanaethau Iechyd a Lles.
⇒ Cefnogi pobl ifanc i achredu eu sgiliau cadw tenatiaeth, cyllido a choginio.
⇒ Cefnogi pobl ifanc i symud ymlaen i lety parhaol.
⇒ Sicrhau bod cofnodion effeithiol yn cael eu cadw o bob cyswllt gyda'r defnyddwyr gwasanaeth.
⇒ Tracio cynnydd y bobl ifanc wedi iddynt adael y gwasanaeth.
⇒ Cyfrannu tuag at redeg a chynnal y llety sydd ar gael i bobl ifanc y prosiect.

⇒ Cefnogi Gweithwyr Allweddol i ddatblygu'r gwasanaeth yn unol âg anghenion pobl ifanc.
⇒ Darparu cefnogaeth cysgu mewn ar rota yr hosteli.
⇒ Darparu cefnogaeth ar alwad i'r Cwmni

DYLETSWYDDAU ERAILL

⇒ Cynnal, cadw a datblygu systemau recordio clir a chywir.
⇒ Bod yn gyfrifol, ar y cyd â gweithwyr eraill y prosiect, am fonitro ac adolygu holl weithgaredd y prosiect.
⇒ Sicrhau fod yr holl wybodaeth ystadegol a monitro yn cael ei fewnbynnu i'r cyfrifiadur yn rheolaidd.
⇒ Annog pobl ifanc i gymryd rhan weithredol yn natblygiad y gwasanaeth a'r gyfundrefn.
⇒ Cydweithio gyda holl staff y cwmni i hybu cyfuno gwasanaeth y cynllun a'r gwasanaethau eraill a gynnigir gan GISDA.
⇒ Cynrychioli GISDA mewn cyfarfodydd allanol ar gais Rheolwr y Prosiect.
⇒ Hyrwyddo gwasanaethau GISDA.
⇒ Darparu adroddiadau ysgrifenedig ar gyfer cynulleidfaoedd mewnol ac allanol ar gais Rheolwr y Prosiect.
⇒ Datblygu partneriaethau gydag asiantaethau eraill er mwyn datblygu'r gwasanaeth i gefnogi pobl ifanc a'u teuluoedd.
⇒ Sicrhau fod y defnyddwyr gwasanaeth yn derbyn gwasanaeth gorau bosib.

CYFRIFOLDEBAU CYFFREDINOL

⇒ Cyfrannu tuag at hyfforddiant a datblygiad personol eich hun.
⇒ Hyrwyddo agwedd gyfeillgar, anfarnol, gwrth-wahaniaethol ym mhob agwedd o'r gwaith tuag at ddefnyddwyr gwasanaeth, cyd-weithwyr, aelodau o'r Bwrdd Rheoli ac aelodau o'r cyhoedd / 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.
⇒ Gweithio yn unol a Cod Ymarfer Cyngor Gofal Cymru.
⇒ Ymgymryd ag unrhyw dasgau rhesymol yn ôl yr angen.

MANYLDEB PERSON			
MEINI PRAWF	**HANFODOL**	**DYMUNOL**	**DULL ASESU**
Addysg a Chymhwysterau	Addysg yn cyfateb i o leiaf NVQ2, TGAU A-C.	Cymhwyster ym maes plant a phobl ifanc.	Ffurflen Gais a Thystysgrifau
Profiad ac Ymwybyddiaeth Perthnasol i Swydd	Profiad o waith cefnogol	Profiad ym maes plant a phobl ifanc.	Ffurflen Gais a Chyfweliad
Sgiliau Perthnasol i Swydd	Sgiliau rhyngbersonol da.	Cadw cofnodion ac ysgrifennu adroddiadau.	Ffurflen Gais a Chyfweliad
	Gweithio'n annibynnol ac fel aelod o dim	Y gallu i nodi risg a gweithredu camau perthnasol.	Ffurflen Gais a Chyfweliad
	Blaenoriaethu a threfnu gwaith		Ffurflen Gais a Chyfweliad
	Sgiliau gwrando effeithiol		Ffurflen Gais a Chyfweliad
	Rheoli amser yn effeithiol		Ffurflen Gais a Chyfweliad
	Sgiliau technoleg gwybodaeth.		Ffurflen Gais a Chyfweliad
	Trin gwybodaeth sensitif a chyfrinachol.		Ffurflen Gais a Chyfweliad
	Cyfathrebu mewn amrywiaeth eang o sefyllfaoedd yn y Gymraeg a Saesneg.		Ffurflen Gais a Chyfweliad
	Y gallu i adnabod risg.		Ffurflen Gais a Chyfweliad
Arall	Trwydded yrru llawn a chyfredol.	.	Ffurflen Gais a Chyfweliad

JOB DESCRIPTION

JOB TITLE	Therapeutic Young Persons Support Worker
LOCATION	Caernarfon
HOURS	37 hours per week
SLEEP IN	£40 mid week (mon to thurs) £50 weekend night (fri to sun) £60 a night on bank holidays
SALARY	B2 £24,588.72-25,473.76 additional sleep in pay equivalent to minimum £2000 per year
CONTRACT	permanent

MAIN PURPOSE OF THE ROLE

To support vulnerable young people, including young parents, to live independently.
To offer person-centred support to help vulnerable young people to maintain a tenancy, gain independent living skills, develop positive health and well-being and build resilience

KEY RESPONSIBILITIES

⇒ To work within the PIE framework, in accordance with the GISDA therapeutic model.
⇒ Staff to gain an understanding of trauma, attachment and personality disorder.
⇒ To build a strong, healthy and friendly relationship with young people giving them the opportunity to engage and 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 promote and encourage young people to look after their own well-being and be more independent.
⇒ To encourage, motivate and believe in young people.
⇒ Contribute towards the completion of a young person's support plans.
⇒ Organize and carry out activities with young people in accordance with the support plan e.g. cooking sessions, cycling, building confidence, going for a walk.
⇒ Supporting young people to keep their accommodation organized in accordance with the expected standards.
⇒ Supporting young people to adhere to the terms of their tenancy.
⇒ Supporting young people to finance effectively.
⇒ Supporting young people into work, training or education.
⇒ Supporting young people to make use of the Health and Wellbeing Services.
⇒ Support young people to accredit their tenancy, finance and cooking skills.
⇒ Support young people to move on to permanent accommodation.
⇒ Ensure that effective records are kept of all contact with the service users.
⇒ Track the young people's progress after they have left the service.

⇒ Contribute towards running and maintaining the accommodation available to the project's young people.
⇒ Support Key Workers to develop the service in accordance with the needs of young people.
⇒ Provide sleep-in support on the hostel rota.To complete Agored Cymru Workbooks with young people and promote every opportunity to explore education/training and work opportunities.
⇒ Provide on-call support to the Company

OTHER RESPONSIBILITIES

⇒ Maintain, preserve and develop clear and accurate recording systems.
⇒ Be responsible, together with other project workers, for monitoring and reviewing all project activity.
⇒ Ensure that all statistical and monitoring information is entered into the computer regularly.
⇒ Encourage young people to take an active part in the development of the service and the system.
⇒ Collaborate with all the company's staff to promote the combination of the scheme's service and the other services offered by GISDA.
⇒ Represent GISDA in external meetings at the request of the Project Manager.
⇒ Promote GISDA services.
⇒ Provide written reports for internal and external audiences at the request of the Project Manager.
⇒ Develop partnerships with other agencies in order to develop the service to support young people and their families.
⇒ Ensure that the service users receive the best possible service.

GENERAL RESPONSIBILITIES

⇒ Contribute towards your own training and personal development.
⇒ Promote a friendly, non-judgmental, anti-discriminatory attitude in all aspects of the work towards service users, fellow workers, members of the Management Board and members of the public / other agencies.
⇒ Promote the values and internal culture of the Company.
⇒ Promote the aim and objectives of the Company.
⇒ 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, the staff and users of the Company's service confidential.
⇒ Working in accordance with the Care Council for Wales Code of Practice.
⇒ Undertake any reasonable tasks as required.

PERSON SPECIFICATION			
BENCHMARK	**ESSENTIAL**	**DESIREABLE**	**ASSESSMENT**
Education and Qualifications	Education equivalent to NVQ2, TGAU A-C.	Qualification in childeen and young people field.	Application Form and Certificates
Relevant Expreience and Awareness	Experience of support work	Experience in field of children and young people.	Application Fom and Interview
Relevant Skills	Good interpersonal skills.	Record keeping and report writing .	Application Fom and Interview
	Working independently and as a member of nothing	The ability to identify risk and take relevant action.	Application Fom and Interview
	Prioritize and organize work		Application Fom and Interview
	Effective listening skills		Application Fom and Interview
	Manage time effectively		Application Fom and Interview
	IT skills		Application Fom and Interview
	Handling of sensitive and confidential information.		Application Fom and Interview
	Communicate in a wide variety of situations in Welsh and English .		Application Fom and Interview
	The ability to identify risk .		Application Fom and Interview
Other	Full and current driving licence.	.	Application Fom and Interview