DISGRIFIAD SWYDD

TEITL SWYDD	Gweithiwr Nos/Cysgu I Mewn
CYFRIFOL I	Arweinydd Tim Gogledd Gwynedd
LLEOLIAD	Caernarfon
ORIAU	Shifft gwaith nos o 18.00 tan 24.00 (14.00-24.00 Sadwrn a Sul) Cysgu i mewn 00.00 tan 07.00
CYFLOG	£11.44 yr awr am shifft gwaith nos + lwfans cysgu i 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	oriau sero

PRIF BWRPAS Y SWYDD

Dyletswyddau gwaith nos a chysgu i mewn yn hosteli GISDA yn unol ag amserlen rota fel rhan o'n gwasanaeth Cymorth Tai i bobl ifanc yng Ngwynedd.

CYFRIFOLDEBAU ALLWEDDOL

- ⇒ I adeiladu perthynas gref, iach a chyfeillgar gyda pobl ifanc gan roi'r cyfle iddynt ymgysylltu a mynegi eu hunain mewn awyrgylch ffurfiol ac anffurfiol.
- ⇒ I greu awyrgylch di-ragfarn, diogel a chroesawgar sydd yn rhoi cyfle i bobl ifanc drafod a mynegi eu teimladau/pryderon.
- ⇒ I hyrwyddo ac annog pobl ifanc i ofalu am eu lles eu hunain a bod yn fwy annibynnol.
- ⇒ I annog, ysgogi a chredu mewn pobl ifanc .
- ⇒ Cyfrannu tuag at gwblhau cynlluniau cefnogaeth person ifanc.
- ⇒ Cefnogi pobl ifanc i gadw eu llety yn drefnus yn unol â'r safonau disgwyliedig.
- ⇒ Trefnu a chynnal gweithgareddau gyda pobl ifanc yn unol â'r cynllun cefnogaeth e.e. sesiynnau coginio, beicio, adeiladu hyder, mynd am dro
- ⇒ Dilyn polisiau a gweithdrefnau GISDA i sicrhau diogelwch a llesiant trigolion yr hostel.
- ⇒ Ymateb yn briodol ac effeithiol i unrhyw ddigwyddiad neu argyfwng gan gysylltu â gwasanaeth 'ar alwad' a/neu'r gwasanaethau argyfwng yn ôl yr angen
- ⇒ Sicrhau trosglwyddiad clir a chryno ar ddiwedd y shifft gan amlygu unrhyw ddigwyddiadau/materion i'w adrodd ac unrhyw gamau a gymerwyd/sydd angen eu cymryd
- ⇒ Cydweithio gyda aelodau o'r tîm Cymorth Tai fel bo angen
- ⇒ Darparu ymagwedd ofalgar ac ystyriol
- ⇒ Cwblhau hyfforddiant angenrheidiol

CYFRIFOLDEBAU CYFFREDINOL

- ⇒ I weithio o fewn fframwaith PIE (Psychologically Informed Environment), yn unol â Model Therapiwtig GISDA

- ⇒ 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.

MANYLDEB PERSON			
MEINI PRAWF	**HANFODOL**	**DYMUNOL**	**DULL ASESU**
Addysg a Chymhwysterau		3 TGAU	Ffurflen Gais a Thystysgrifau
Profiad Perthnasol i Swydd		Profiad o weithio gyda plant a phobl ifanc.	Ffurflen Gais a Chyfweliad
Sgiliau Perthnasol i Swydd		Cadw cofnodion ac ysgrifennu adroddiadau.	Ffurflen Gais a Chyfweliad
	Gweithio'n annibynnol ac fel aelod o dim		Ffurflen Gais a Chyfweliad
	Y gallu i barchu cyfrinachedd		Ffurflen Gais a Chyfweliad
	Y gallu i adnabod ffiniau proffesiynol		Ffurflen Gais a Chyfweliad
	Y gallu i adnabod risg a gweithredu camau priodol		Ffurflen Gais a Chyfweliad
	Ymwybyddiaeth o anghenion cefnogaeth plant a phobl ifanc		Ffurflen Gais a Chyfweliad
	Sgiliau technoleg gwybodaeth perthnasol yn cynnwys Microsoft Word ac Outlook		Ffurflen Gais a Chyfweliad
Arall	Trwydded Yrru Llawn.		Ffurflen Gais a Chyfweliad
Iaith	Gallu cyfathrebu yn Gymraeg a Saesneg		Ffurflen Gais a Chyfweliad

JOB DESCRIPTION

JOB TITLE	Evening and Sleep In Worker
REPORTING TO	North Gwynedd Team Leader
LOCATION	Caernarfon
HOURS	Evening work shift from 18.00 to 24.00 (14.00-24.00 Saturday and Sunday) Sleep in 00.00 til 07.00
SALARY	£11.44 per hour for evening shift + sleep in allowance ⇒ £40 per weeknight (Monday to Thursday) ⇒ £50 per night weekend (Friday to Sunday) ⇒ £60 per night bank holiday
CONTRACT	zero hours

PURPOSE OF JOB
Evening work and sleeping in duties at GISDA hostels in accordance with a rota schedule as part of our Housing Support service for young people in Gwynedd

KEY RESPONSIBILITIES

- ⇒ 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-judgmental, safe and welcoming atmosphere which 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.
- ⇒ Supporting young people to keep their accommodation organized in accordance with the expected standards.
- ⇒ 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
- ⇒ Follow GISDA policies and procedures to ensure the safety and well-being of hostel residents.
- ⇒ Respond appropriately and effectively to any incident or emergency contacting an 'on call' service and/or the emergency services as necessary
- ⇒ Ensure a clear and concise handover at the end of the shift highlighting any incidents/issues to report and any action taken/needs to be taken
- ⇒ Collaborate with members of the Housing Support team as needed
- ⇒ Provide a caring and considerate approach
- ⇒ Complete necessary training

GENERAL RESPONSIBILITIES
⇒ 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.

PERSON SPECIFICATIONS			
BENCHMARKS	**ESSENTIAL**	**DESIRABLE**	**ASSESSMENT**
Education and Qualifications		3 GCSEs	Application Form and Certificates
Experience Relevant to Job		Experience of working with children and young people .	Application Form and Interview
Skills Relevant to Job		Record keeping and report writing .	Application Form and Interview
	Work both independently and as a member of a team		Application Form and Interview
	Able to respect confidentiality		Application Form and Interview
	Able to recognise professional boundaries		Application Form and Interview
	Ability to recognize risk and take appropriate action		Application Form and Interview
	Awareness of support needs of children and young people		Application Form and Interview
	Relevant IT skills including Microsoft Word ac Outlook		Application Form and Interview
Other	Full driving licence.		Application Form and Interview
Language	Ability to communicate in Welsh and English		Application Form and Interview