

## DISGRIFIAD SWYDD

### THIS IS A JOB WHERE THE ABILITY TO SPEAK AND WRITE WELSH FLUENTLY IS ESSENTIAL

<b>TEITL SWYDD</b>	Cydlynnydd Prosiect Atal Digartrefedd
<b>LLEOLIAD</b>	Gwynedd – Swyddfa Caernarfon
<b>ORIAU</b>	37 awr yr wythnos
<b>CYFLOG</b>	B3.5: £24,992.76-£27,917.24
<b>CYTUNDEB</b>	parhaol
<b>PRIF BWRPAS Y SWYDD</b>	
<p>Cydlynu gwaith atal digartrefedd yn cynnwys cynnal sesiynnau codi ymwybyddiaeth, cydweithio efo adrannau Cyngor Gwynedd i alluogi a chefnogi sgiliau byw yn annibynnol.</p> <p>Datblygu opsiynnau llety ar gyfer pobl ifanc.</p> <p>Cynnig cefnogaeth i bobl ifanc, plant a theuluoedd bregus i'w galluogi i fyw yn annibynnol.</p>	
<b>CYFRIFOLDEBAU ALLWEDDOL</b>	
<ul style="list-style-type: none"> <li>⇒ I weithio o fewn fframwaith PIE, yn unol a model therapiwtig GISDA.</li> <li>⇒ Staff i gael dealltwriaeth o drawma, ymlyniad a anhwylder personoliaeth.</li> <li>⇒ 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.</li> <li>⇒ I greu awyrgylch di sefydliad, saff a chroesawgar sydd yn rhoi y cyfle i bobl ifanc drafod a mynegi ei teimladau /pryderon.</li> <li>⇒ I hyrwyddo ac annog pobl ifanc i ofalu am lles ei hunain a bod yn fwy annibynnol.</li> <li>⇒ I annog, ysgogi a credu mewn pobl ifanc .</li> <li>⇒ Ymddwyn fel rôl model i bobl ifanc gan ddangos ffyrdd 'pro social' o ddelio a phroblemau.</li> <li>⇒ Sefydlu perthnasau positif gyda pobl ifanc a chynnig agwedd gadarnhaol ddiamod.</li> <li>⇒ Cyfrannu tuag at godi ymwybyddiaeth o ddigartrefedd drwy waith ymestyn allan mewn ysgolion, colegau a sefydliadau eraill o fewn Gwynedd.</li> <li>⇒ Cyd-lynnu y gwaith o godi ymwybyddiaeth o ddigartrefedd.</li> <li>⇒ Cynnal grwpiau a rhoi cyflwyniadau ar ddigartrefedd.</li> <li>⇒ Codi ymwybyddiaeth o effaith digartrefedd, yn cynnwys creu astudiaethau achos, ymchwil ac adroddiadau.</li> <li>⇒ Cydweithio efo timau atal digartrefedd, tai a chefnogi pobl Cyngor Gwynedd.</li> <li>⇒ Ymateb i ymholiadau yn ymwneud a digartrefedd.</li> <li>⇒ Datblygu rhwydweithiau a bod yn rhan ganolog o atal digartrefedd yng Ngwynedd.</li> <li>⇒ Creu cysylltiadau efo asiantaethau eraill ym maes digartrefedd ar draws Cymru.</li> <li>⇒ Cynnig gwybodaeth a chyngor ynglyn a hawliau daliadaeth a budd-daliadau.</li> <li>⇒ Datblygu unedau ac asesu sgiliau pobl ifanc o ran sgiliau byw yn annibynnol a rhannu llety, drwy drefn Agored Cymru.</li> <li>⇒ Datblygu cysylltiadau efo landlordiaid preifat a chefnogi pobl ifanc i wneud defnydd o'r sector rhentu preifat.</li> </ul>	

- ⇒ Datblygu cyfleoedd rhannu llety gan gynnwys cefnogaeth a hwyluso rhannu llety .
- ⇒ Cyfrannu tuag at gefnogaeth ac anghenion datblygu pob ddefnyddiwr gwasanaeth drwy weithio mewn partneriaeth ag asiantaethau eraill.
- ⇒ Cadw cofnodion manwl a chywir o bob cyswllt gyda defnyddwyr gwasanaeth er mwyn eu defnyddio i ysgrifennu adroddiadau angenrheidiol ac fel tystiolaeth o'r gwasanaeth a ddarperir.
- ⇒ Cyfathrebu mewn modd proffesiynol gydag asiantaethau allanol ar ran neu gyda'r defnyddwyr gwasanaeth.
- ⇒ Cynorthwyo a chymryd rhan mewn cyfarfodydd staff, er sicrhau lefel da ac effeithiol o gyfathrebu rhwng staff a defnyddwyr gwasanaeth.

### **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 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 cyhoeddacasiantaethau 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.

<b>MANYLDEB PERSON</b>			
<b>MEINI PRAWF</b>	<b>HANFODOL</b>	<b>DYMUNOL</b>	<b>DULL ASESU</b>
<b>Addysg a Chymhwysterau</b>	Cymhwyster Addysg hyd at lefel NVQ 3 neu gyfatebol mewn maes perthnasol	Cymhwyster ym maes digartrefedd	Ffurflen Gais a Thystysgrifau
<b>Profiad ac Ymwybyddiaeth Perthnasol i Swydd</b>	Y gallu i adnabod risgiau a gweithredu fel yr angen.		Ffurflen Gais a Chyfweliad
	Ymwybyddiaeth o anghenion a chyfleoedd plant / Pobl Ifanc.		Ffurflen Gais a Chyfweliad
	Y gallu i gynrychioli'r cwmni		Ffurflen Gais a Chyfweliad
	Profiad o weithio gyda pobl ifanc		Ffurflen Gais a Chyfweliad
	Y gallu i wneud penderfyniadau a'u rhoi ar waith		Ffurflen Gais a Chyfweliad
	Y gallu i hyrwyddo a chynrychioli pobl eraill		Ffurflen Gais a Chyfweliad
	Profiad o gynllunio gwaith		Ffurflen Gais a Chyfweliad
<b>Sgiliau Perthnasol i Swydd</b>	Cyfathrebu mewn amrywiaeth o sefyllfaoedd yn y Gymraeg a'r Saesneg.		Ffurflen Gais a Chyfweliad
	Sgiliau rhyngpersonol da.		Ffurflen Gais a Chyfweliad
	Sgiliau cyflwyno		Ffurflen Gais a Chyfweliad
	Sgiliau hwyluso grwp ac asesu cyrhaeddiad		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
	Rheoli amser yn effeithiol a chyrraedd targedau		Ffurflen Gais a Chyfweliad
	Y gallu i ddelio a trin gwybodaeth sensitif a chyfrinachol		Ffurflen Gais a Chyfweliad
	Dealltwriaeth o weithredu ffiniau		Ffurflen Gais a Chyfweliad
	Y gallu a hyder i herio penderfyniadau ar hawliau defnyddwyr gwasanaeth		Ffurflen Gais a Chyfweliad
	Y gallu i weithio efo pobl ifanc bregus efo anghenion cymhleth		Ffurflen Gais a Chyfweliad
<b>Arall</b>	Trwydded yrru llawn a chyfredol a defnydd o gar efo yswiriant defnydd busnes	.	Ffurflen Gais a Chyfweliad

## JOB DESCRIPTION

<b>JOB TITLE</b>	Prevention of Homelessness Project Coordinator
<b>LOCATION</b>	Gwynedd – Caernarfon Office
<b>HOURS</b>	37 hours per week
<b>SALARY</b>	B3.5: £24,992.76-£27,917.24
<b>CONTRACT</b>	Permanent
<b>MAIN PURPOSE OF THE ROLE</b>	
<p>Coordinating work to prevent homelessness including holding awareness raising sessions, collaborating with Gwynedd Council departments to enable and support independent living skills.</p> <p>Developing accommodation options for young people.</p> <p>Offer support to vulnerable young people, children and families to enable them to live independently</p>	
<b>KEY RESPONSIBILITIES</b>	
<ul style="list-style-type: none"> <li>⇒ To work within the PIE framework, in accordance with the GISDA therapeutic model.</li> <li>⇒ Staff to gain an understanding of trauma, attachment and personality disorder.</li> <li>⇒ 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.</li> <li>⇒ To create a non-institutional, safe and welcoming atmosphere that gives young people the opportunity to discuss and express their feelings/concerns.</li> <li>⇒ To promote and encourage young people to look after their own well-being and be more independent.</li> <li>⇒ To encourage, motivate and believe in young people.</li> <li>⇒ Act as a role model for young people showing 'pro social' ways of dealing with problems.</li> <li>⇒ Establish positive relationships with young people and offer an unconditional positive attitude.</li> <li>⇒ Contribute towards raising awareness of homelessness through outreach work in schools, colleges and other organizations within Gwynedd.</li> <li>⇒ Coordinating the work of raising awareness of homelessness.</li> <li>⇒ Hold groups and give presentations on homelessness.</li> <li>⇒ Raise awareness of the impact of homelessness, including creating case studies, research and reports.</li> <li>⇒ Collaborate with Gwynedd Council's homelessness prevention, housing and people support teams.</li> <li>⇒ Respond to inquiries relating to homelessness.</li> <li>⇒ Develop networks and be a central part of preventing homelessness in Gwynedd.</li> <li>⇒ Create links with other agencies in the field of homelessness across Wales.</li> <li>⇒ Offer information and advice regarding tenure rights and benefits.</li> <li>⇒ Develop units and assess young people's skills in terms of independent living skills and shared accommodation, through the Agored Cymru system.</li> <li>⇒ Develop links with private landlords and support young people to make use of the private rental sector.</li> </ul>	

- ⇒ Develop accommodation sharing opportunities including support and facilitation of accommodation sharing.
- ⇒ Contribute towards the support and development needs of all service users by working in partnership with other agencies.
- ⇒ Keep detailed and accurate records of all contact with service users in order to use them to write necessary reports and as evidence of the service provided.
- ⇒ Communicate in a professional manner with external agencies on behalf of or with the service users.
- ⇒ Assist and participate in staff meetings, to ensure a good and effective level of communication between staff and service users.

#### **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.

<b>PERSON SPECIFICATION</b>			
<b>BENCHMARKS</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>ASSESSED</b>
<b>Education and Qualifications</b>	Education at level NVQ3 or equivalent in relevant field	Qualification in homelessness field	Application Form and Certificates
<b>Experience and Awareness Relevant to Role</b>	Able to identify risk and act accordingly.		Application Form and Interview
	Awareness of needs and opportunities for children and young people.		Application Form and Interview
	Able to represent the company		Application Form and Interview
	Experience of working with young people		Application Form and Interview
	Able to make decisions and implement them		Application Form and Interview
	Advocate for and represent others.		Application Form and Interview
	Experience of work planning		Application Form and Interview
<b>Skills Relevant to Role</b>	Communicate in multi situations in Welsh and English		Application Form and Interview
	Good interpersonal skills		Application Form and Interview
	Presentation skills		Application Form and Interview
	Group assessment and reach skills		Application Form and Interview
	Understanding of and able to practice clear boundaries		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
	Effective time management and reaching targets		Application Form and Interview
	Able to deal with sensitive and confidential information		Application Form and Interview
	Understanding of and able to practice clear boundaries		Application Form and Interview
	Ability and confidence to challenge decisions and rights of service users		Application Form and Interview
	Able to work with vulnerable young people with complex issues		Application Form and Interview
<b>Other</b>	Full and current driving licence and use of car with business insurance		Application Form and Interview