

## DISGRIFIAD SWYDD

<b>TEITL SWYDD</b>	Gweithiwr Allweddol Rhieni Ifanc
<b>CYFRIFOL I</b>	Arweinydd Tim Gogledd Gwynedd
<b>LLEOLIAD</b>	Caernarfon
<b>ORIAU</b>	15 awr yr wythnos
<b>CYFLOG</b>	B3: £19,603 - £20,918 pro rata
<b>CYTUNDEB</b>	tan diwedd Mawrth 2024

### PRIF BWRPAS Y SWYDD

Pwrpas y swydd ydy annog a chefnogi rhieni ifanc fydd yn derbyn gwasanaeth er mwyn datblygu sgiliau ymarferol a phersonol.

### CYFRIFOLDEBAU ALLWEDDOL

- ⇒ Bod yn weithiwr allweddol i rhieni ifanc sydd angen cymorth ychwanegol
- ⇒ Annog a chefnogi rhieni ifanc i wneud y defnydd gorau o gynlluniau cefnogaeth Rhieni Ifanc.
- ⇒ Cyd-drefnu gweithgareddau gyda rhieni ifanc yn unol a'r cynllun cefnogaeth. e.e. sesiynau coginio, adeiladu hyder, cyllidebu etc
- ⇒ Annog a chefnogi rhieni ifanc i wneud defnydd o'r gwasanaethau sydd ar gael o fewn eu cymunedau.
- ⇒ Annog a chefnogi rhieni ifanc i
  - adeiladu hyder a gwydnwch
  - gynnal perthnasau teuluol positif.
  - ddysgu a datblygu sgiliau.
  - wneud defnydd o wasanaethau iechyd a lles.
  - achredu eu sgiliau drwy ddefnyddio llyfrynnau Agored Cymru e.e. cyllido, coginio.
- ⇒ Sicrhau bod cofnodion ffeithiol yn cael eu cadw o bob cyswllt efo rhieni ifanc a'u plant ar system InForm GISDA.
- ⇒ Cyd-weithio gyda Gweithwyr Allweddol Cymorth Tai

### CYFRIFOLDEBAU ERAILL

- ⇒ Bod yn gyfrifol o fonitro ac adolygu holl weithgaredd y prosiect.
- ⇒ Sicrhau bod yr holl wybodaeth ystadegol a monitro yn cael ei fewnbynnu i daenlen y prosiect.
- ⇒ 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.

- ⇒ Datblygu partneriaethau gydag asiantaethau eraill er mwyn datblygu'r gwasanaeth i gefnogi pobl ifanc a'u teuluoedd.
- ⇒ Sicrhau fod y rhieni ifanc 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 bolisiau 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.
- ⇒ Mynychu a chyfrannu mewn cyfarfodydd tîm.
- ⇒ Ymgymryd ag unrhyw dasgau rhesymol yn ôl yr angen.

Tynnir eich sylw at y ffaith ei bod hi'n anodd iawn, mewn rhai achosion, i ddiffinio'n fanwl beth yw'r dyletswyddau a'r cyfrifoldebau penodol ac mae'n bosib y byddant yn amrywio o bryd i'w gilydd ond heb newid cymeriad cyffredinol y dyletswyddau na lefel y cyfrifoldebau.

Disgwylir i bob aelod o staff dderbyn elfennau o hyblygrwydd yn eu dyletswyddau a'u cyfrifoldebau; pan fo raid iddynt newid y tu fewn i'r gyfundrefn er mwyn cwrdd â gofynion ac anghenion y gwasanaeth.

<b>MANYLDEB PERSON</b>			
<b>MEINI PRAWF</b>	<b>HANFODOL</b>	<b>DYMUNOL</b>	<b>DULL ASESU</b>
<b>Addysg a Chymhwysterau</b>		Cymhwyster ym maes plant a phobl ifanc.	Ffurflen Gais a Thystysgrifau
<b>Profiad Perthnasol i Swydd</b>	Diddordeb ac awydd gwneud gwahaniaeth i fywydau rhieni ifanc	Profiad ym maes plant a phobl ifanc.	Ffurflen Gais a Chyfweliad
	Profiad o weithio gyda phlant neu bobl ifanc	Profiad o rwydweithio/gweithio mewn partneriaeth.	Ffurflen Gais a Chyfweliad
<b>Gwybodaeth Perthnasol i Swydd</b>	Ymwybyddiaeth o ffiniau yn y maes cefnogaeth	Gwybodaeth am y system budd-daliadau.	Ffurflen Gais a Chyfweliad
	Ymwybyddiaeth o faterion amddiffyn plant		Ffurflen Gais a Chyfweliad
	Ymwybyddiaeth o anghenion pobl ifanc bregus		Ffurflen Gais a Chyfweliad
<b>Sgiliau Perthnasol i Swydd</b>	Sgiliau rhyngpersonol 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 gwranddo 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
<b>Arall</b>		Trwydded Yrru Llawn.	Ffurflen Gais a Chyfweliad
<b>Iaith</b>	Gallu cyfathrebu'n ysgrifenedig ac ar lafar yn Gymraeg a Saesneg		Ffurflen Gais a Chyfweliad

## JOB DESCRIPTION

<b>JOB TITLE</b>	Young Parents Key Worker
<b>REPORTING TO</b>	North Gwynedd Team leader
<b>LOCATION</b>	Caernarfon
<b>HOURS</b>	15 per week
<b>SALARY</b>	B3: £19,116 - £20,451 pro rata
<b>CONTRACT</b>	to end March 2024

### PURPOSE OF JOB

The purpose of the post is to encourage and support young parents who will receive a service to develop practical and personal skills.

### KEY RESPONSIBILITIES

- ⇒ To be a key worker for young parents in need of additional support
- ⇒ Encourage and support young parents to make best use of Young Parents support plans.
- ⇒ Co-ordinate activities with young parents in line with the support plan. e.g. cooking sessions, confidence building, budgeting etc
- ⇒ Encourage and support young parents to make use of the services available within their communities.
- ⇒ Encourage and support young parents to
  - build confidence and resilience
  - maintain positive family relationships.
  - learn and develop skills.
  - make use of health and well-being services.
  - accred their skills through the use of Agored Cymru booklets e.g. finance, cooking.
- ⇒ Ensure factual records are kept of all contact with young parents and their children on GISDA's InForm system.
- ⇒ Collaborate with Housing Support Key Workers

### OTHER RESPONSIBILITIES

- ⇒ Be responsible for monitoring and reviewing all project activity.
- ⇒ Ensure all statistical and monitoring information is input into the project spreadsheet.
- ⇒ Work with all Company staff to promote the integration of the scheme service with the other services offered by GISDA.
- ⇒ Represent GISDA at external meetings at the request of the Project Manager.
- ⇒ Promote GISDA's services.
- ⇒ Develop partnerships with other agencies to develop the service to support young people and their families.
- ⇒ Ensure that the young parents receive the best possible service.

## GENERAL RESPONSIBILITIES

- ⇒ Contribute to own training and personal development.
- ⇒ Promote a friendly, non-judgmental, non-discriminatory attitude in all aspects of the work towards service users, colleagues, members of the Management Board and members of the public / 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 the Company's service users confidential.
- ⇒ Work in accordance with the Care Council for Wales Code of Practice.
- ⇒ Attend and contribute to team meetings.

You are drawn to the fact that, in some cases, it is very difficult to define precisely what the specific duties and responsibilities are and they may vary from time to time but without changing the general character of the duties or the level of responsibilities.

All staff are expected to accept elements of flexibility in their duties and responsibilities; when they have to change within the organization to meet the demands and needs of the service.

<b>PERSON SPECIFICATIONS</b>			
<b>BENCHMARKS</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>ASSESSMENT</b>
<b>Education and Qualifications</b>		Qualification in field of children and young people	Application Form and Certificates
<b>Experience Relevant to Job</b>	An interest and desire to make a difference to the lives of young parents	Experience in the field of children and young people .	Application Form and Interview
	Experience of working with children or young people	Networking / partnership working experience.	Application Form and Interview
<b>Knowledge Relevant to Job</b>	Boundary awareness in the field of support	Knowledge of benefits system	Application Form and Interview
	Awareness of child protection issues.		Application Form and Interview
	Awareness of the needs of vulnerable young people		Application Form and Interview
<b>Skills Relevant to Job</b>	Good interpersonal skills	Record keeping and report writing .	Application Form and Interview
	Work both independently and as a member of a team	Ability to identify risk and implement relevant actions.	Application Form and Interview
	Prioritize and organize work		Application Form and Interview
	Effective listening skills		Application Form and Interview
	Effective time management		Application Form and Interview
	Information technology skills.		Application Form and Interview
	Handle sensitive and confidential information.		Application Form and Interview
	Communicate in a wide variety of situations in both English and Welsh.		Application Form and Interview
	Ability to recognize risk.		Application Form and Interview
<b>Other</b>		Full driving licence.	Application Form and Interview
<b>Language</b>	Ability to communicate both written and oral in Welsh and English		Application Form and Interview