

DISGRIFIAD SWYDD

TEITL SWYDD	Gweithiwr Prosiect Ol Ofal
LLEOLIAD	Caernarfon
ORIAU	15 awr yr wythnos
CYFLOG	B3: £19,603.91 - £20,918.90 (pro rata)
CYTUNDEB	parhaol
PRIF BWRPAS Y SWYDD	
<ul style="list-style-type: none"> ○ Prif ddiben y swydd ydy cefnogi pobl ifanc sydd wedi bod dan ofal yr awdurdod lleol ac wedi symud i fyw'n annibynnol. ○ Gofalu am ddau dy penodol i bobl ifanc ôl ofal ○ Cefnogi pobl ifanc ôl ofal sydd yn byw o fewn hosteli a tai GISDA ○ Cydlynu panel ymgynghori pobl ifanc 	
CYFRIFOLDEBAU ALLWEDDOL	
<ul style="list-style-type: none"> ⇒ Gofalu am ddau dy ôl ofal GISDA ⇒ Cydweithio'n agos gyda Tim Cymorth Tai a chynorthwyo gyda phobl ifanc sydd wedi bod mewn gofal a sydd yn byw o fewn ein hosteli ⇒ Cydweithio'n agos gyda staff Tim Ôl Ofal GISDA a hefyd gyda gweithwyr cymdeithasol Tim Ôl 16 Cyngor Gwynedd ⇒ Sefydlu a chynnal cysylltiadau cryf gyda chyflogwyr a grwpiau busnes lleol, drwy ymweliadau a chyswllt ffôn/ar-lein. ⇒ Sicrhau empathi a dealltwriaeth o ystod o broblemau a rhwystrau pobl ifanc a fu mewn gofal wrth geisio cael mynediad at addysg, hyfforddiant neu gyflogaeth wrth ddeall trawma ac anhwylderau personoliaeth ac ymlyniad. ⇒ Cadw cofnod manwl o bob trefniant lleoliad a chyfarfodydd a chyfrannu tuag at monitro'r deilliannau yn erbyn cynllun gweithredu unigol y defnyddwyr gwasanaeth. ⇒ Monitro holl gyfleoedd swyddi lleol ac annog ceisiadau gan pobl ifanc sydd yn agored i tîm 16+ Cyngor Gwynedd. ⇒ Lle'n berthnasol cefnogi unigolion gyda cheisiadau am swydd, paratoi CV a thechnegau cyfweliad gan ddefnyddio adnoddau ar-lein. ⇒ Trefnu Panel ymgynghori rheolaidd efo pobl ifanc ôl ofal a cefnogi pobl i drio bwydo unrhyw fater sydd yn eu poeni i Reolwyr a Bwrdd Rheoli GISDA 	
CYFRIFOLDEBAU CYFFREDINOL	
<ul style="list-style-type: none"> ⇒ Gweithredu oddi mewn i bolisiau 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 cyhoeddacasiaentaethau 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.

MANYLDEB PERSON			
MEINI PRAWF	HANFODOL	DYMUNOL	DULL ASESU
Addysg a Chymhwysterau	Cymhwyster Addysg 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 rhyngbersonol 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	Leaving Care Project Worker
LOCATION	Caernarfon
HOURS	15 hours per week
SALARY	B2: £18,415.61 - £19,289.88 (pro rata)
CONTRACT	permanent
MAIN PURPOSE OF THE ROLE	
<ul style="list-style-type: none"> ○ The main purpose of the job is to support young people who have been looked after by the local authority and moved into independent living. ○ Look after two dedicated houses for young people after care ○ Supporting aftercare young people living in GISDA hostels and housing ○ Co-ordinate a young people's consultation panel 	
KEY RESPONSIBILITIES	
<ul style="list-style-type: none"> ⇒ Care for two GISDA aftercare homes ⇒ Work closely with the Supporting People Team and assist with young people who have been in care and who live within our hostels ⇒ Work closely with GISDA Aftercare Team staff and also with Gwynedd Council Post 16 Team social workers ⇒ Establish and maintain strong links with local employers and business groups, through visits and telephone / online contact. ⇒ Gain empathy and understanding of a range of problems and barriers for young people who have been in care when accessing education, training or employment in understanding trauma and personality disorders and attachment. ⇒ Keep a detailed record of all placement arrangements and meetings and contribute to monitoring the outcomes against the service users' individual action plan. ⇒ Monitor all local job opportunities and encourage applications from young people open to Gwynedd Council's 16+ team. ⇒ Where relevant support individuals with job applications, CV preparation and interview techniques using online resources. ⇒ Organize a regular consultation panel with aftercare young people and support people to try and feed any issue that is of concern to GISDA's Managers and Management Board 	
GENERAL RESPONSIBILITIES	
<ul style="list-style-type: none"> ⇒ 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.

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