

DISGRIFIAD SWYDD

TEITL SWYDD	ARWEINYDD TIM ÔL OFAL
YN GYFRIFOL I	PENNAETH GWASANAETHAU CEFNOGI A LLETY
LLEOLIAD	CAERNARFON (GYDA'R ANGEN I DEITHIO)
ORIAU	37 AWR YR WYTHNOS
CYFLOG	B4 - £24,553.03-£28,792.40
CYTUNDEB	PARHAOL
PRIF DDIBEN Y RÔL	
Rheoli Prosiect Ôl Ofal GISDA mewn partneriaeth gyda Chyngor Gwynedd	
DYLETSWYDDAU ALLWEDDOL	
<ul style="list-style-type: none"> ⇒ I ddatblygu gwasanaeth o ansawdd uchel i bobl ifanc sydd wedi bod dan ofal yr Awdurdod Lleol ⇒ Sicrhau bod y gwasanaeth yn annibynnol o'r Awdurdod Lleol a'n bod yn gweithredu fel eiriolwyr i bobl ifanc. ⇒ Gweithredu fel uwch gynghorydd personol a chefnogi rhai pobl ifanc gydag anghenion dwys yn unol a Deddf Llesiant a gofal 2014. ⇒ I gydweithio yn agos gyda holl wasanaethau GISDA mewn cyd destun a'r Fframwaith Therapiwtig gan sicrhau bod y tîm yn dilyn yr egwyddor o weithio mewn ffordd therapiwtig ⇒ I wneud gwahaniaeth positif i fywydau pobl ifanc gydag anghenion dwys a chymhleth ⇒ I weithio o fewn fframwaith therapiwtig GISDA 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 . ⇒ Ymddwyn fel rôl model i bobl ifanc gan ddangos ffyrdd 'pro social' o ddelio a phroblemau. ⇒ Sefydlu perthnasau positif gyda pobl ifanc a chynnig agwedd gadarnhaol ddiamod. ⇒ Cynnal gweithgareddau gyda phobl ifanc mewn grwpiau ac 1:1. 	
<u>ROL DATBLYGIADOL</u>	
<ul style="list-style-type: none"> ⇒ Cydweithio gyda Rheolwyr eraill GISDA i adnabod cyfleon cydweithio ⇒ Adnabod cyfleon newydd a gwneud ceisiadau am adnoddau ychwanegol i ehangu a datblygu'r gwasanaeth. ⇒ Cefnogi a chydweithio gyda Mentrau Gymdeithasol GISDA gan sicrhau bod pobl ifanc ôl ofal yn cael pob cyfle i gymryd rhan a chael profiadau newydd. ⇒ Cymryd rhan mewn cyfarfodydd GISDA e.e. Rheolwyr, Gwasanaethau etc ⇒ Datblygu Grwpiau Newydd ⇒ Cydweithio gyda Swyddog Ymgynghori a chyfathrebu GISDA i sicrhau bod llais pobl ifanc yn cael eu clywed 	

⇒ Achredu gwaith pobl ifanc yn ôl trefn Agored Cymru a threfnu seremonïau i ddathlu eu llwyddiannau.

⇒ Cydlynu y gwaith o godi ymwybyddiaeth o ddigartrefedd ymysg pobl ifanc ôl ofal a chreu astudiaethau achos, ymchwil ac adroddiadau.

RHEOLI

⇒ Rheoli Cyngorwyr Personol y prosiect gan reoli eu llwyth gwaith.

⇒ Cefnogi staff gan sicrhau bod ganddynt yr adnoddau sydd eu hangen i gyrraedd eu potensial

⇒ Monitro achosion staff gan sicrhau bod Cynllun llwybr y person ifanc yn cael eu dilyn

⇒ I oruchwylio ac ysbrydoli staff mewn dulliau arloesol.

Darparu goruchwyliaeth i'r staff canlynol o fewn y Prosiect:-

⇒ Cyngorwyr Personol

⇒ Ymgysylltydd Addysg

⇒ Gweithwyr Cefnogol tai

⇒ Gweithiwr Cysgu mewn achlysurol

Mae cyfrifoldebau goruchwyllo staff yn cynnwys:

⇒ Cynorthwyo'r staff i gynhyrchu cynlluniau gwaith y prosiect.

⇒ Cefnogi staff i fod yn atebol am y deilliannau sydd yn cael eu cytuno ar gyfer pobl ifanc o fewn y prosiect.

⇒ Darparu pwynt cyswllt rhwng y Pennaeth Gwasanaeth a staff y prosiect.

⇒ Sicrhau cyfathrebu effeithiol ac effeithlon ym mhob agwedd o'r gwaith.

⇒ Annog arloesedd o fewn y tîm.

⇒ Cynorthwyo gyda gosod targedau realistig.

⇒ Monitro perfformiad yn erbyn targedau a rhoi cyngor priodol.

⇒ Sicrhau cydymffuriad cyfreithiol, statudol a moesol.

⇒ Cydweithio efo'r Pennaeth Gwasanaeth i ddelio gyda materion a threfniadau staffio.

⇒ Adnabod anghenion hyfforddiant a datblygiadau proffesiynol y staff.

⇒ Sicrhau datblygiad proffesiynol eich hun.

⇒ Cynnal arolygaeth cyson ag adolygiad blynyddol staff fel rhan o'r drefn gwerthuso staff.

Data

⇒ Datblygu system i gofnodi data cywir sydd yn mynd i ddylanwadu pa wasanaethau sydd eu hangen yn lleol.

⇒ Cefnogi y Pennaeth Gwasanaethau i fonitro ansawdd a dangosyddion perfformiad allweddol y prosiect.

⇒ Creu adroddiadau misol ar pob cynllun o fewn i'r prosiect.

⇒ Creu adroddiadau misol yn unol a dangosyddion perfformiad disgwylidig.

⇒ Sicrhau fod cofnodion ffeithiol yn cael eu cadw o pob chyswllt efo person ifanc er mwyn paratoi adroddiadau yn ôl yr angen, ac fel tystiolaeth o'r gwasanaeth a ddarperir.

⇒ Cyfrannu tuag at fonitro, gwerthuso, datblygu a marchnata y prosiect

Arall

⇒ I fod yn rhan canolog o holl weithgareddau eraill GISDA, i gydweithio ac ar adegau gweithio'n hwyr mewn sesiynau cyfranogi yn unol a gofynion defnyddwyr gwasanaeth.

⇒ Sicrhau bod pobl ifanc sydd yn derbyn gwasanaeth ôl ofal yn cael cynnig unrhyw weithgareddau sydd yn cael eu cynnig gan GISDA

IECHYD A DIOGELWCH

- ⇒ Sicrhau bod adnoddau y cynllun llety yn cael eu gwirio'n rheolaidd a bod unrhyw eitem sydd allan o ddyddiad, wedi torri, difrodi neu ar goll yn cael ei adnewyddu.
- ⇒ Cynnal archwiliadau a chofnodi cyflwr y llety yn fisol. Yn dibynnu ar gyflwr yr eiddo, mae disgrisiwn i drefnu archwiliadau yn amlach/ yn ôl yr angen.
- ⇒ Cynorthwyo efo dyletswyddau glanhau yr unedau fel sy'n ofynnol ac i baratoi ar gyfer ail-ddyrannu.
- ⇒ Cynnal cyfrifoldebau Warden Tân a Swyddog Cymorth Cyntaf ar gyfer y Prosiect.
- ⇒ Sicrhau bod adnodd cysgu mewn ar gael ar gyfer y llety yn ôl yr angen.

DYLETSWYDDAU CYFFREDINOL

- ⇒ Hyrwyddo agwedd gyfeillgar, gohirio barn, anwahaniaethol ym mhob agwedd o'r gwaith tuag at ddefnyddwyr gwasanaeth, cyd-weithwyr, aelodau o'r Pwyllgor Rheoli ac aelodau o'r cyhoedd / asiantaethau eraill.
- ⇒ Hyrwyddo gwerthoedd a diwylliant mewnol y cwmni.
- ⇒ Hyrwyddo nod ac amcanion y cwmni.
- ⇒ 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.
- ⇒ Cyfrannu at ymdrechion codi arian y cwmni.
- ⇒ Cefnogi a hwyluso cyfleoedd gwirfoddoli o fewn i cwmni.
- ⇒ Cydymffurfio ag ymarfer Cyngor Gofal Cymru tra'n gweithredu unrhyw ddyletswyddau/cyfrifoldebau.
- ⇒ Gweinyddu dyletswydd gofal dros bob un o ddefnyddwyr gwasanaeth y Cwmni.
- ⇒ Ymgymryd ag unrhyw dasgau rhesymol yn ôl yr angen.
- ⇒ Gweinyddu dyletswydd gofal dros bob un o ddefnyddwyr gwasanaeth y Cwmni
- ⇒ I gydymffurfio ag ymarfer Cyngor Gofal Cymru tra'n gweithredu unrhyw ddyletswyddau/cyfrifoldebau.

Ni all unrhyw ddisgrifiad swydd gwmpasu pob mater a allai godi yn y rôl ar wahanol adegau. Er mwyn cynnal gwasanaeth effeithiol efallai y bydd gofyn i chi ymgymryd ag unrhyw dasgau rhesymol eraill sy'n gyson â'r rhai yn y ddogfen hon fel y penderfynir gan eich pennaeth adran

MANYLDEB PERSON			
MEINI PRAWF	HANFODOL	DYMUNOL	ASESU
Addysg a cymhwysterau	Addysg i lefel uwch e.e. gradd	Cymhwyster rheoli	Ffurflen gais a cyfweliad
Profiad perthnasol i'r swydd	Profiad o goruchwyllo/monitro staff.		Ffurflen gais a cyfweliad
	Profiad o weithio gyda phobl ifanc bregus a chymhleth		Ffurflen gais a cyfweliad
	Profiad o gynllunio gwaith/pecynnau cymorth		Ffurflen gais a cyfweliad
	Profiad o asesu a chydlynu unedau addysgol		Ffurflen gais a cyfweliad

Sgiliau perthnasol i'r swydd	Sgiliau goruchwyllo staff ac arwain tim		Ffurflen gais a cyfweliad
	Rhyngweithio a rhwydweithio'n dda		Ffurflen gais a cyfweliad
	Sgiliau rhyngpersonol da		Ffurflen gais a cyfweliad
	Y gallu i wneud penderfyniadau a'u rhoi ar waith		Ffurflen gais a cyfweliad
	Cadw cofnodion ac ysgrifennu adroddiadau Cymraeg a Saesneg		Ffurflen gais a cyfweliad
	Gallu gweithio efo unigolion heriol		Ffurflen gais a cyfweliad
	Gallu gweithio'n annibynnol ac fel aelod o dim		
	Rheoli amser yn effeithiol a chyrraedd targedau		
	Y gallu i ddefnyddio rhaglenni cyfrifiadurol, e.e. Word, Excel, Outlook		Ffurflen gais a cyfweliad
	Y gallu i ddelio gyda gwybodaeth sensitif a chyfrinachol		Ffurflen gais a cyfweliad
	Dealltwriaeth o weithredu ffiniau		Ffurflen gais a cyfweliad
	Y gallu a'r hyder i herio penderfyniadau ar hawliau defnyddwyr gwasanaeth		Ffurflen gais a cyfweliad
	Y gallu i gynrychioli'r cwmni		
	Y gallu i eirioli		
	Y gallu i nodi risg a gweithredu camau perthnasol		
Arall	Trwydded yrru lawn.		Ffurflen gais a cyfweliad
laith	Yn gallu cyfathrebu yn Gymraeg a Saesneg mewn amrywiaeth o sefyllfaoedd		Ffurflen gais a cyfweliad

JOB DESCRIPTION

JOB TITLE	Leaving Care Project Team Leader
REPORTING TO	Head of Support and Housing Services
LOCATION	Caernarfon – travel involved
HOURS	37 per week
SALARY	B4 - £24,553.03-£28,792.40
CONTRACT	permanent
PURPOSE OF JOB	
Management of GISDA Leaving Care Project in partnership with Gwynedd Council	
KEY RESPONSIBILITIES	
<ul style="list-style-type: none"> ⇒ To develop a high quality service for young people who have been in the care of the Local Authority ⇒ Ensure that the service is independent from the Local Authority and that we act as advocates for young people. ⇒ Act as a senior personal adviser and support some young people with intense needs in accordance with the Well-being and care Act 2014. ⇒ To collaborate closely with all GISDA services in context and the Therapeutic Framework ensuring that the team follows the principle of working in a therapeutic way ⇒ To make a positive difference to the lives of young people with intense and complex needs ⇒ To work within the GISDA therapeutic 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. ⇒ Act as a role model for young people showing 'pro social' ways of dealing with problems. ⇒ Establish positive relationships with young people and offer an unconditional positive attitude. ⇒ Conduct activities with young people in groups and 1:1. 	
DEVELOPMENTAL ROLE	
<ul style="list-style-type: none"> ⇒ Collaborate with other GISDA Managers to identify collaboration opportunities ⇒ Identify new opportunities and make requests for additional resources to expand and develop the service. ⇒ Support and collaborate with GISDA Social Initiatives ensuring that young people after care have every opportunity to participate and gain new experiences. 	

- ⇒ Participate in GISDA meetings e.g. Managers, Services etc
- ⇒ Development of New Groups
- ⇒ Collaborate with the GISDA Consultation and Communication Officer to ensure that the voice of young people is heard
- ⇒ Accredite the work of young people according to the Agored Cymru procedure and organize ceremonies to celebrate their successes.
- ⇒ Coordinating the work of raising awareness of homelessness among young people after care and creating case studies, research and reports.

MANAGEMENT

- ⇒ Managing the project's Personal Advisors managing their workload.
- ⇒ Support staff ensuring they have the resources they need to reach their potential
- ⇒ Monitor staff cases ensuring that the young person's pathway plan is followed
- ⇒ To supervise and inspire staff in innovative ways

Provide supervision to the following staff within the Project:-

- ⇒ Personal Advisors
- ⇒ Education Coordinator
- ⇒ Housing Support Workers
- ⇒ Occasional sleep-in employees

Staff supervisory responsibilities include:

- ⇒ Assist the staff to produce the project work plans.
- ⇒ Support staff to be accountable for the outcomes that are agreed for young people within the project.
- ⇒ Provide a point of contact between the Head of Service and the project staff.
- ⇒ Ensure effective and efficient communication in all aspects of the work.
- ⇒ Encourage innovation within the team.
- ⇒ Assist with setting realistic targets.
- ⇒ Monitor performance against targets and give appropriate advice.
- ⇒ Ensure legal, statutory and moral compliance.
- ⇒ Collaborate with the Head of Service to deal with issues and staffing arrangements.
- ⇒ Identify the training and professional development needs of the staff.
- ⇒ Ensure your own professional development.
- ⇒ Carry out regular supervision with an annual review of staff as part of the staff evaluation procedure.

Data

- ⇒ Develop a system to record accurate data that will influence which services are needed locally.
- ⇒ Support the Head of Services to monitor the quality and key performance indicators of the project.
- ⇒ Create monthly reports on all plans within the project.
- ⇒ Create monthly reports in accordance with expected performance indicators.
- ⇒ Ensure that factual records are kept of all contact with a young person in order to prepare reports as necessary, and as evidence of the service provided.
- ⇒ Contribute towards monitoring, evaluating, developing and marketing the project

Other

- ⇒ To be a central part of all other GISDA activities, to collaborate and at times work late in participation sessions in accordance with the requirements of service users.

- ⇒ Ensure that young people who receive an after care service are offered any activities that are offered by GISDA

HEALTH AND SAFETY

- ⇒ Ensure that the accommodation scheme's resources are checked regularly and that any item that is out of date, broken, damaged or missing is replaced.
- ⇒ Carry out inspections and record the condition of the accommodation on a monthly basis. Depending on the condition of the property, there is discretion to schedule inspections more frequently/as needed.
- ⇒ Assist with the cleaning duties of the units as required and to prepare for re-allocation.
- ⇒ Maintain Fire Warden and First Aid Officer responsibilities for the Project.
- ⇒ Ensure that a sleep-in resource is available for the accommodation as required.

GENERAL RESPONSIBILITIES

- ⇒ Promote a friendly attitude, suspend judgement, non-discriminatory in all aspects of the work towards service users, fellow workers, members of the Management Committee and members of the public / other agencies.
- ⇒ Promote the values and internal culture of the company.
- ⇒ Promote the aim and objectives of the company.
- ⇒ 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.
- ⇒ Contribute to the company's fundraising efforts.
- ⇒ Support and facilitate volunteering opportunities within a company.
- ⇒ Comply with the practice of the Care Council for Wales while carrying out any duties/responsibilities.
- ⇒ Administer a duty of care for all of the Company's service users.
- ⇒ Undertake any reasonable tasks as required.
- ⇒ Administer a duty of care for all of the Company's service users
- ⇒ To comply with Care Council Wales practice while carrying out any duties/responsibilities.

It can be difficult to define the exact duties and responsibilities of any post and they may vary from time to time; but without changing the general purpose or the level of responsibility of the post.

Every member of staff is expected to accept an element of flexibility within their duties and responsibilities; when there may be changes within the company or in order to meet the needs and standards of services.

PERSON SPECIFICATIONS			
BENCHMARKS	ESSENTIAL	DESIRABLE	ASSESSMENT
Education and Qualifications	Higher education e.g. degree	Management qualification	Application Form and Certificates
Relevant Experience	Experience of managing/monitoring staff		Application Form and Interview
	Experience of working with vulnerable complex young people		Application Form and Interview
	Experience of planning work/support packages		Application Form and Interview
	Experience of assessing and coordinating educational units		Application Form and Interview
Relevant Skills	Staff management and team leadership		Application Form and Interview
	Good networking and interacting skills		Application Form and Interview
	Good interpersonal skills		Application Form and Interview
	Able to make and implement decisions		Application Form and Interview
	Keep records and write reports in Welsh and English		Application Form and Interview
	Able to work with challenging individuals		Application Form and Interview
	Able to work independently and as part of a team		Application Form and Interview
	Effective time management and able to reach targets		Application Form and Interview
	Able to use computer programmes, e.g. Word, Excel, Outlook		Application Form and Interview
	Able to deal with sensitive and confidential information		Application Form and Interview
	Understanding of implementing boundaries		Application Form and Interview
	Able to challenge decisions about the rights of service users		Application Form and Interview
	Able to represent the company		Application Form and Interview
	Able to advocate		Application Form and Interview
	Able to identify risks and take appropriate action		Application Form and Interview
Other	Full driving licence		Application Form and Interview
Language	Able to communicate in Welsh and English in a variety of situations		Application Form and Interview