

DISGRIFIAD SWYDD

TEITL SWYDD	Swyddog Creu Cartref
CYFRIFOL I	Pennaeth Gwasanaethau Cefnogi a Llety
LLEOLIAD	Gwynedd
ORIAU	10 awr yr wythnos
CYFLOG	B3: £19,116 - £20,451 (pro rata)
CYTUNDEB	diwedd Mawrth 2023
PRIF BWRPAS Y SWYDD	
<p>Rydym yn edrych am berson amryddawn a phrofiadol i wneud gwaith cynnal a chadw sylfaenol o fewn GISDA a gweithio fel mentor i bobl ifanc sy'n awyddus i ddysgu sgiliau newydd. Bydd prosiect Creu Cartref GISDA yn arwain pobl ifanc ar y sgiliau sylfaenol sydd ei angen wrth symud i mewn i'w cartref. Yn aml nid yw pobl ifanc wedi cael rôl model yn eu bywydau i ddysgu sgiliau sydd yn hanfodol ar gyfer cadw tŷ. Bydd y bobl ifanc yn cysgodi'r swyddog hwn ac yn gwirfoddoli eu hamser i ddysgu sgiliau newydd</p>	
CYFRIFOLDEBAU ALLWEDDOL	
<ul style="list-style-type: none"> ⇒ Annog pobl ifanc i gwblhau cyfres o weithdai cynnal a chadw - yn cynnwys achrediaidau Agored Cymru ⇒ Cydweithio gyda Swyddog Amgylcheddol Caffi Creu i godi ymwybyddiaeth o economi gylchol ag ail ddefnyddio. ⇒ Cynnal gweithdai DIY syml – sut i newid bwlb, roi ffrâm ar y wal, newid ffiws etc ⇒ Cwblhau gwaith cynnal a chadw sylfaenol ar y cyd a pobl ifanc yn eu llety. ⇒ Trwsio difrod i hosteli, fflatiau, tai a swyddfeydd gan addysgu pobl ifanc ⇒ Gwaith cynnal a chadw ataliol ⇒ Cadw cofrestr fanwl o unrhyw waith gwnaethpwyd ac offer cynnal a chadw ⇒ Cadw cofrestr o offer a gofalu bod nhw'n cael eu cadw mewn cyflwr da ⇒ Gwaith coed fel gosod drysau, skirtings, silffoedd neu bolion llenni ⇒ Gwaith cynnal a chadw cyffredinol - llenwi tyllau mewn waliau neu ddrysau, difrod i gelfi, gwaith plymio sylfaenol ⇒ Cadw ardaloedd cyhoeddus yn glir ⇒ Cynnal sesiynau garddio ar y cyd gyda'r swyddog amgylcheddol. ⇒ Cadw llwybrau a chwteri yn glir ⇒ Adeiladu celfi neu offer a symud dodrefn ⇒ Cyflawni unrhyw ddyletswydd cynnal a chadw arall yn ôl y gofyn 	
CYDWEITHIO GYDA PHOBL IFANC GISDA I	
<ul style="list-style-type: none"> ⇒ gynnig sesiynau hyfforddiant mewn cynnal a chadw syml i'w cefnogi i aros yn eu cartrefi a chynnal tenantiaeth ⇒ adnabod cryfderau cynnal a chadw unigolion ac annog datblygiad yn y cryfderau yna ⇒ mentora unigolion sydd â'r awydd i ddysgu mwy am waith cynnal a chadw boed yn drwshadau, paentio, garddio ayyb 	

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.

MANYLDEB PERSON			
MEINI PRAWF	HANFODOL	DYMUNOL	DULL ASESU
Addysg a Chymhwysterau		NVQ3 mewn gweithio gyda phobl ifanc neu gyfatebol	Ffurflen Gais a Thystysgrifau
		Cymhwyster yn ymwneud a cynnal a chadw/diwydiant adeiladu	
Profiad Perthnasol i Swydd	Ymwybyddiaeth o anghenion a chyfloedd i blant/pobl ifanc		Ffurflen Gais a Chyfweliad
	Profiad o weithio yn y maes adeiladu/cynnal a chadw		Ffurflen Gais a Chyfweliad
	Profiad o gynllunio gwaith/pecynnau cymorth		
	O greu asesiadau risg yn unol a gwaith cynnal a chadw		
Sgiliau Perthnasol i Swydd	Rwydweithio a rhyngweithio yn dda		Ffurflen Gais a Chyfweliad
	Y gallu i wneud penderfyniadau a'u rhoi ar waith		Ffurflen Gais a Chyfweliad
	Sgiliau rhyngpersonol da		Ffurflen Gais a Chyfweliad
	Cadw cofnodion		Ffurflen Gais a Chyfweliad
	Y gallu i weithio'n annibynol a fel rhan o dim		Ffurflen Gais a Chyfweliad
	Rheoli amser yn effeithiol a chyrraedd targedau		Ffurflen Gais a Chyfweliad
	Y gallu i drin 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
	Sgiliau technoleg gwybodaeth a defnyddio meddalwedd fel Word, Excel, Outlook a Powerpoint		Ffurflen Gais a Chyfweliad
Arall	Trwydded Yrru Llawn.		Ffurflen Gais a Chyfweliad
Iaith	Gallu cyfathrebu'n ysgrifenedig ac ar lafar yn Gymraeg a Saesneg		Ffurflen Gais a Chyfweliad

JOB DESCRIPTION

JOB TITLE	House to Home Officer
REPORTING TO	Head of Support and Accommodation Services
LOCATION	Gwynedd
HOURS	10 per week
SALARY	B3: £19,116 - £20,451 (pro rata)
CONTRACT	to end March 2023

PURPOSE OF JOB

We are looking for a versatile and experienced person to do basic maintenance work within GISDA and work as a mentor for young people who are keen to learn new skills. The Creu Cartref GISDA project will guide young people on the basic skills needed when moving into their home. Often young people have not had a role model in their lives to learn skills that are essential for housekeeping. The young people will shadow this officer and volunteer their time to learn new skills

KEY RESPONSIBILITIES

- ⇒ Encourage young people to complete a series of maintenance workshops - including Agored Cymru accreditations
- ⇒ Collaborate with Caffi Creu's Environmental Officer to raise awareness of a circular economy with reuse.
- ⇒ Hold simple DIY workshops – how to change a bulb, put a frame on the wall, change a fuse etc
- ⇒ Complete basic maintenance work jointly with young people in their accommodation.
- ⇒ Repair damage to hostels, flats, houses and offices educating young people
- ⇒ Preventive maintenance
- ⇒ Keep a detailed register of any work done and maintenance equipment
- ⇒ Keep a register of equipment and ensure that they are kept in good condition
- ⇒ Carpentry such as installing doors, skirtings, shelves or curtain poles
- ⇒ General maintenance - filling holes in walls or doors, damage to furniture, basic plumbing
- ⇒ Keep public areas clear
- ⇒ Holding joint gardening sessions with the environmental officer.
- ⇒ Keep paths and gutters clear
- ⇒ Building furniture or equipment
- ⇒ Moving furniture
- ⇒ Carry out any other maintenance duty as required

COLLABORATE WITH GISDA YOUNG TO

- ⇒ offer training sessions in simple maintenance to support them to stay in their homes and maintain a tenancy
- ⇒ identify the maintenance strengths of individuals and encourage development in those strengths
- ⇒ mentoring individuals who have the desire to learn more about maintenance work whether it be repairs, painting, gardening etc.

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.

PERSON SPECIFICATIONS			
BENCHMARKS	ESSENTIAL	DESIRABLE	ASSESSMENT
Education and Qualifications		NVQ3 or equivalent	Application Form and Certificates
Experience Relevant to Job	Awareness of opportunities for children/young people	Experience of Agored Cymru	Application Form and Interview
	Experience of working in the construction/maintenance field	Experience of delivering training and workshops	Application Form and Interview
	Experience of work planning/toolkits		
	Creating risk assessments in line with maintenance work		
Skills Relevant to Job	The ability to work independently and as part of anything	Research to keep up to date with new legislation or regulations	Application Form and Interview
	Manage time effectively and achieve targets	Organized	Application Form and Interview
	Ability to handle sensitive and confidential information	Able to monitor projects	Application Form and Interview
	Understanding of boundary implementation	Able to work on grant applications	Application Form and Interview
	The ability and confidence to challenge decisions on service user rights		Application Form and Interview
	Information technology skills and use of software such as Word, Excel, Outlook and Powerpoint		Application Form and Interview
	Network and interact well		Application Form and Interview
	The ability to make decisions and implement them		Application Form and Interview
	Good interpersonal skills		Application Form and Interview
	Keep records		Application Form and Interview
Other	Full driving licence		Application Form and Interview
Language	Ability to communicate both written and oral in Welsh and English		Application Form and Interview