

JOB DESCRIPTION

JOB TITLE	Gweithiwr Cefnogol Ol Ofal
LOCATION	Caernarfon
HOURS	15 awr yr wythnos
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