

GISDA

DARPARU CEFNOGAETH A CHYFLEOEDD I BOBL IFANC
PROVIDING SUPPORT AND OPPORTUNITIES FOR YOUNG PEOPLE

SWYDD DISGRIFIAD

GWEITHIWR ALLWEDDOL THERAPIWTIG

DROS DRO: Cyfnod Mamolaeth

GYFRIFOL I:	Arweinydd Tim Cymorth Tai Gogledd Gwynedd
ADRAN:	Cymorth Tai
LLEOLIAD:	Caernarfon
CYFLOG:	Pwynt 11-15 £19,116.43-£20,451.05
CYSGU MEWN:	£30 y noson yn ystod yr wythnos (Monday to Thursday) £40 y noson ar y penwythnos (Friday to Sunday) £50 y noson cyn gŵyl y banc

PWRPAS Y SWYDD

Cefnogi pobl ifanc, yn cynnwys rhieni ifanc, sydd yn agored i niwed i fyw yn annibynnol. Cynnig cefnogaeth person-ganolog i bobl ifanc bregus i'w cynorthwyo i gadw tenantiaeth, dysgu sgiliau byw yn annibynnol, datblygu iechyd a lles ac adeiladu gwydnwch.

DYLETSWYDDAU A CHYFRIFOLDEBAU

- I weithio o fewn fframwaith PIE, 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.

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- Galluogi'r bobl ifanc, teuluoedd a'u plant i fyw yn annibynnol.
- Datblygu a gweithredu'r cynllun chefnogaeth ar gyfer holl ddefnyddwyr y gwasanaeth oddi fewn i'r cynllun.
- Monitro llwyddiant a deilliannau pobl ifanc a gweithio ar gynllun clir i symud ymlaen gyda'r person ifanc.
- Adnabod ac ymateb i anghenion cefnogaeth defnyddwyr ein gwasanaeth/teuluoedd.
- Cyfrannu tuag at gefnogaeth ac anghenion datblygiadol holl ddefnyddwyr gwasanaeth drwy weithio mewn Partneriaeth ag asiantaethau eraill.
- Gweinyddu dyletswydd gofal dros bob un o ddefnyddwyr gwasanaeth y Cwmni.
- I gwblhau achrediadau Agored Cymru a cefnogi a hyrwyddo bob cyfle posib yn ymwneud a addysg/hyfforddiant/gwirfoddoli a'r byd gwaith.
- Gofalu fod cofnodion manwl a chywir yn cael eu cadw o bob cyswllt gyda'r defnyddwyr gwasanaeth er mwyn eu defnyddio i ysgrifennu adroddiadau angenrheidiol ac fel tystiolaeth o'r gwasanaeth a ddarperir.
- Cyfarfod gyda defnyddwyr gwasanaeth er mwyn monitro cefnogaeth ac anghenion datblygiadol fel a nodi yn ei Gynllun Gweithredu.
- Cario allan holl ddyletswyddau/cyfrifoldebau drwy lynu at God Ymarfer Cyngor Gofal Cymru.
- Cwblhau holiadur siwrne cefnogaeth a Tracio pobl ifanc ar ôl iddynt adael y gwasanaeth.

DYLETSWYDDAU ERAILL

GWASANAETHU POBL IFANC/TEULUOEDD

- Yn absenoldeb y Swyddog Cyfeiriadau derbyn a phrosesu cyfeiriadau am wasanaeth y Cwmni.
- Cyfathrebu mewn modd proffesiynol gydag asiantaethau allanol ar ran neu gyda'r defnyddwyr gwasanaeth.
- Bod yn rhan o gynllunio pecyn gofal neu raglen gwasanaeth.
- Adlynu at brotocol amddiffyn plant GISDA.
- Cynorthwyo a chymryd rhan mewn cyfarfodydd staff, er sicrhau lefel da ac effeithiol o gyfathrebu rhwng staff a defnyddwyr gwasanaeth.
- Gofalu fod cofnodion cywir yn cael eu cadw er mwyn ysgrifennu adroddiadau fel yr angen.
- Gweithio mewn partneriaeth gyda phobl ifanc ac asiantaethau a phartneriaethau eraill i hybu a datblygu ei sgiliau.
- Sicrhau fod defnyddwyr y gwasanaeth yn cael cyngor ar fudd daliadau, opsiynau tai a gwybodaeth gysylltiedig arall, yn unol â'u hanghenion a'u dymuniadau.
- Annog a hyrwyddo, yr holl wasanaeth a ddarperir gan y Cwmni.
- Hybu defnyddwyr gwasanaeth i gadw at delerau'r cytundeb gwasanaethau e.e. cytundeb trwydded/tenantiaeth, rheolau tŷ, cytundeb craidd, cynllun cefnogaeth a chynllun gweithredu.
- Cydymffurfio gyda holl agweddau'r cytundeb gwasanaeth a gytunwyd arno rhwng y defnyddwyr gwasanaeth a'r gweithiwr allweddol.

- Gweithredu dyletswyddau sy'n gysylltiedig â chysgu mewn yn yr hostel, neu unrhyw gynllun pan fo'r angen.
- Gweithredu dyletswyddau sy'n gysylltiedig â bod ar alwad ar ran y Cwmni.
- Teithio a chefnogi defnyddwyr gwasanaeth yn eu cynllun drwy sir Gwynedd.

IECHYD A DIOGELWCH

- I ofalu fod rhestr nwyddau yn cael ei gwirio, a bod unrhyw eitem sydd wedi torri, niweidio neu ar goll yn cael ei adrodd yn ôl i'r Rheolwr Tîm.
- I gario allan archwiliad, a chofnodi ar ffurflen berthnasol, cyflwr llety'r defnyddwyr gwasanaeth: a) ystafelloedd hostel yn wythnosol
b) unedau hostel yn fisol;
- I gynorthwyo gyda dyletswyddau glanhau ac addurno fel bo'r angen yn yr unedau.
- I gynorthwyo gyda dyletswyddau swyddog tan/cymorth cyntaf fel bo'r angen.

DYLETSWYDDAU 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.

SPEC PERSON GWEITHIWR ALLWEDDOL

Byddwch yn berson sydd yn meddu ar brofiadau bywyd a gwerthoedd perthnasol a fyddai yn gweddu i'r Swydd Gweithiwr Allweddol.

Byddwch yn gallu cario allan eich dyletswyddau yn effeithiol, gan weithredu mewn ffordd gefnogol a threfnus.

HANFODOL

Sgiliau

Trwydded yrru llawn gyfredol

Deallusrwydd o a'r gallu i weithredu ffiniau clir

Cyfathrebu mewn amrywiaeth o sefyllfaoedd yn y Gymraeg a'r Saesneg

Sgiliau rhyngbersonol da

Cadw cofnodion ac ysgrifennu adroddiadau

Y gallu i weithio ar eich liwt eich hun

Y gallu i weithio fel aelod o dîm

Y gallu i ddefnyddio rhaglenni cyfrifiadurol megis Word, Excel ag Outlook

Y gallu i ddelio gyda gwybodaeth sensitif a chyfrinachol.

Y gallu a'r hyder i herio penderfyniadau ar hawliau Defnyddwyr Gwasanaeth

Rheolaeth amser effeithiol a'r gallu i gyrraedd targedau

Profiadau / Ymwybyddiaeth

Ymwybyddiaeth o anghenion a chyfleoedd plant / Pobl Ifanc

Y gallu i adnabod risgiau a gweithredu fel yr angen

DYMUNOL**Cymhwyster**

NVQ lefel III mewn Gofal neu gymhwyster cyfatebol

Sgiliau

Deallusrwydd o sgiliau gwranddo

Gwybodaeth o'r system budd daliadau

Deallusrwydd o brotocolau a materion Amddiffyn Plant

Profiadau/ Ymwybyddiaeth

Eirioli a chynrychioli eraill

Cadw cofnodion ysgrifenedig

Profiad o gynllunio gwaith / pecyn cefnogaeth

Gweithio yn y Sector Wirfoddol

JOB DESCRIPTION

THERAPEUTIC KEY WORKER **TEMPORARY: MATERNITY COVER**

RESPONSIBLE TO:	Project Manager and in his/her absence the Head Services
DEPARTMENT:	Cefnogi Pobl / Supporting People
LOCATION:	Caernarfon and/or Blaenau Ffestiniog
SALARY:	Grade 11-15 £19,116.43 - £20,451.05
SLEEP-IN:	£30 per night during the week (Monday to Thursday) £40 per night at weekends (Friday to Sunday) £50 per night/eve of a Bank Holiday

JOB PURPOSE

To support vulnerable young people, including young parents, to live independently.

To offer person-centred support to help vulnerable young people to maintain a tenancy, gain independent living skills, develop positive health and well-being and build resilience.

DUTIES AND RESPONSIBILITIES

- To work within a Psychological Informed framework and in line with GISDA'S therapeutic model.
- All staff to share an understanding of complex trauma, attachment and personality disorder.
- To build healthy, trusting relationships with Young People, giving them the opportunities to engage both in informal and formal settings.
- To create a non-institutional, safe and welcoming service that facilitates interaction with Young People.
- To promote self-care and independence in our Young People.
- To encourage, motivate and believe in Young people.
- Acting as a role model and demonstrating appropriate pro-social ways of dealing with problems
- Establishing positive relationships with young people and always offering them unconditional and positive regard.
- To enable service users - young people, families and their children to live independently.

- To develop and implement a Support/Action plan for all Service Users within the Project.
- To continuously monitor Young people's success and outcomes and have a clear goal when working with the young person.
- To recognise and respond to the support and development needs of all Service Users.
- To contribute towards the support and development needs of Service Users by working in partnership with other agencies.
- To administer a duty of support for all of the Company's Service Users.
- To complete Agored Cymru Workbooks with young people and promote every opportunity to explore education/training and work opportunities.
- Ensure the hostel is secure and safe during sleep-in shift.
- As part of sleep-in duties carry out the relevant Health and Safety checks.
- Meet with Service Users in order to monitor support and development needs as stated in their Action Plan.
- To ensure that factual records are kept of every contact made with the Service Users in order to prepare reports as necessary, and as evidence of the service provided.
- To administer a Duty of Care for each Service User
- Carry out all duties /responsibilities by adhering to the Wales Care Council Code of Practice.
- Hold regular meeting with Service Users.
- Complete Support journey Questionnaires and track young people's progress after leaving the service.
- At times there will be the need to work outside of normal working hours to meet the Young People and service's needs. Flexibility will be required. This can include evening nights and weekend shifts.

MAIN DUTIES

The Key Worker will report to the Manager on the following responsibilities:-

SERVICES/SUPPORT OFFERED

- *In the absence of the Referral Officer, receive and process referrals for the company's service.*
- Adhere to GISDA'S Child Protection Protocol and other policies.
- Assist and take part in staff meetings and progress meetings to ensure a highly efficient level of communication between Staff and Service Users.
- Ensure accurate and up to date records are kept in order to write reports as and when required.
- Ensure Service Users receive advice on benefits, housing options and other relevant information in relation to their support/action plan.
- Promote and collaborate with all other internal services offered.
- Encourage the Service Users to keep to their tenancy/license agreement e.g, house rules, core contract, support/action plan.

- Comply with all aspects of their tenancy/license agreement that was agreed upon between the service user and the Key Worker.
- Communicate in a professional manner with outside agencies on behalf of or with the Service Users.
- To take part in preparing a Support package/Action Plan.
- Work in partnership with Service Users and external agencies in order to meet their support needs.
- Operate a sleep-in duty on a rota basis at the hostel, or any other hostel project as required.
- Operate an on-call duty on a rota basis on behalf of the company
- Travel to support the service users across Gwynedd.

HEALTH AND SAFETY

- Ensure that resources are checked regularly and that any item which is out of date, broken, damaged or missing is reported to the Project Manager.
- To carry out inspections, and to record on a relevant form the condition of the Service User's accommodation.
 - a) hostel rooms weekly
 - b) hostel units monthly
 Depending on the condition of the property it's at the discretion of the Key Worker to arrange more/less checks.
- To assist with the duties of cleaning the units as required and to prepare for re-allocation.
- To assist with the duties of Fire / First Aid Officer as required.

GENERAL DUTIES

- Contribute towards your own training and personal development.
- To promote a friendly, non-judgemental, non-discriminatory approach in every aspect of the work, towards Service Users, Colleagues, Management Board and members of the public / other agencies.
- To promote GISDA'S Internal Values and Culture.
- To promote GISDA'S Aims and Objectives.
- To carry out any reasonable duties as required.
- To ensure that GISDA'S current policies and procedures are adhered to.
- To contribute to supervision sessions and annual appraisals.
- To keep all information relating to Staff and Service Users confidential, in accordance to the data protection act and the Company's confidentiality policy.

PERSON SPECIFICATION

KEY WORKER

You will be a person who has the relevant values and life experience which are part of the key Worker post. You will be able to carry out your duties effectively, working in a supporting and methodical manner

ESSENTIAL

Skills
Full Current Driving Licence
Communicate in a wide range of situations
Good interpersonal skills
Record keeping & report writing
Ability to work independently
Ability to work as part of a team
Effective time management and ability to meet targets
Ability to use computer programmes such as word, and outlook
Ability to handle sensitive and confidential information
Understanding of implementation of boundaries
Ability and confidence to challenge decisions on Service Users rights
Communicate in a wide range of situations in both Welsh and English.
Experiences / Awareness
Awareness and understanding of service users needs and opportunities
Experience of working with young people
DESIRABLE
Qualification
NVQ level III in working with young people or a corresponding qualification
Skills
Understanding of listening skills
Knowledge of the benefits system
Understanding of child protection issues and protocols
Experiences
Experience of work planning
Experience of Time Management
Ability to identify risk and implement relevant actions
Working in the Voluntary Sector
Experience of networking / working in Partnership
Experience of compiling a support package
Ability to work in a professional manner