



DISGRIFIAD SWYDD

TEITL SWYDD	Gweithiwr Allweddol Pobl Ifanc
LLEOLIAD	Caernarfon
ORIAU	37 awr yr wythnos
CYFLOG	B3: £23,338 - £24,646
CYSGU MEWN	£40 y noson yn ystod yr wythnos (Llun i Iau) £50 y noson ar y penwythnos (Gwener i Sul) £60 y noson cyn gŵyl y banc
CYTUNDEB	cyfnod mamolaeth
PRIF BWRPAS Y SWYDD	
Cefnogi pobl ifanc, yn cynnwys rhieni ifanc, sydd yn agored i niwed i fyw yn annibynnol. Cynnig cefnogaeth person-ganolig i bobl ifanc bregus i'w cynorthwyo i gadw tenantiaeth, dysgu sgiliau byw yn annibynnol, datblygu iechyd a lles ac adeiladu gwydnwch.	
CYFRIFOLDEBAU ALLWEDDOL	
<ul style="list-style-type: none"> ⇒ 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. ⇒ 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 achrediau 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

GWASANAETHAU 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 DIOGLEWCH

- ⇒ 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.

CYFRIFOLDEBAU CYFFREDINOL

- ⇒ Gweithredu oddi mewn i bolisiâu 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 cyhoeddacasiaethau 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 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.

MANYLDEB PERSON

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.

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.	Eirioli a chynrychioli eraill	Ffurflen Gais a Chyfweliad
	Ymwybyddiaeth o anghenion a chyfleoedd plant / Pobl Ifanc.	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 rhyngpersonol 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	Young People's Key Worker
LOCATION	Caernarfon
HOURS	37 hours per week
SLEEP IN	£40 mid week (mon to thurs) £50 weekend night (fri to sun) £60 a night on bank holidays
SALARY	B3: £23,338 - £24,646
CONTRACT	maternity cover period
MAIN PURPOSE OF THE ROLE	
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	
KEY RESPONSIBILITIES	
<ul style="list-style-type: none"> ⇒ 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.

OTHER RESPONSIBILITIES

YOUNG PEOPLE/FAMILY SERVICES

- ⇒ 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 RESPONSIBILITIES

- ⇒ 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			
<p>You will be a person who has the relevant values and life experience which are part of the key Worker post.</p> <p>You will be able to carry out your duties effectively, working in a supporting and methodical manner</p>			
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.	Advocate for and represent others.	Application Form and Interview
	Awareness of needs and opportunities for children and young people.	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 to 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