

Disgrifiad Swydd

Teitl y Swydd	Ymgynghorydd Personol – Gadael Gofal
Gwasanaeth	Porth Cynnal
Graddfa	8
Pwynt/iau Cyflog	18 - 22
Cyflog	£31,537 - £33,699 y flwyddyn
Pwrpas y Swydd	Bod yn gyfrifol am ddarparu cymorth a chynghor priodol i bobl ifanc ac oedolion rhwng 16 a 25 oed. Bod yn gyfrifol am ddarparu cymorth, cynghor ac arweiniad ynghylch pontio i fywyd fel oedolyn yn unol â gofynion y Ddeddf Gadael Gofal. Dilyn y canllawiau statudol o ran ymweliadau, cynlluniau llwybrau a chofnodi achosion, yn unol â'r dyletswyddau y mae Ymgynghorwyr Personol Gadael Gofal yn eu cyflawni o dan Ddeddf Gadael Gofal 2000. Bod yn greadigol wrth weithio gyda phobl ifanc heriol. Gweithio gyda gwahanol asiantaethau, yn benodol yn y maes tai a'r byd addysg. Gweithredu fel y rheolwr achos ar gyfer pobl ifanc sy'n troi'n 18 oed (nad yw Gwaith Cymdeithasol bellach yn rhan o'u bywydau) gan fod yn bwynt cyswllt i'r unigolion hyn wrth iddynt ddelio â'u hawdurdod lleol cyfrifol. Medru cefnogi pobl sy'n gadael gofal ar adegau pan fyddant yn wynebu heriau neu pan fyddant yn wynebu risgiau neu'n agored i risgiau. Sicrhau bod gwasanaethau'n cael eu cynllunio a'u darparu mewn ffordd sy'n meddwl am hawliau pobl ifanc, medru gwrando ar farn pobl ifanc a gweithredu yn unol â hynny ac wrth weithio gyda phlant a phobl ifanc, medru dangos y bydd hawliau pobl ifanc yn rhan anatod o bopeth a wneir.
Lleoliad Gwaith Cytundebol	Penmorfa
Oriau Gwaith	37 awr
Math o Gytundeb	Llawn-amser
Hyd y Cytundeb	Parhaol
Teitl swydd y Rheolwr Llinell	Rheolwr Tîm
Cyfrifoldebau Goruchwyllo / Rheoli	Nac oes
Atebolrwydd	
Telerau Cytundebol sy'n Gysylltiedig â'r Swydd	Mae diogelu ac amddiffyn oedolion mewn perygl a phlant yn flaenoriaethau allweddol i ni. Ein nod yw cefnogi oedolion mewn perygl, plant a phobl ifanc er mwyn sicrhau eu bod mor ddiogel ag y gallant fod. Rydym yn cydnabod eu hawl i gael eu diogelu a byddant yn cymryd camau i ddiogelu eu lles. Disgwylir i bob aelod o staff a gwirfoddolwr rannu'r ymrwymiad

	hwn, a bydd arnom angen Gwiriad Manylach gan y Gwasanaeth Datgelu a Gwahardd (DBS), y Swyddfa Cofnodion Troseddol gynt cyn penodi i'r sywydd hon.
Dyletswyddau a chyfrifoldebau	
1.	Gweithredu fel rheolwr achos a datblygu perthynas waith gadarnhaol gyda phobl ifanc.
2.	Annog a grymuso pobl ifanc i gymryd rhan yn yr holl brosesau gwneud penderfyniadau sy'n effeithio ar eu bywydau a chynnwys cefnogaeth gan gymheiriaid yn y broses hon pan fo hynny'n briodol.
3.	Datblygu, monitro ac adolygu'r cynllun llwybr i sicrhau bod anghenion yn cael eu diwallu, gan gynnwys cynlluniau olrhain triphlyg.
4.	Darparu a chanfod gwybodaeth amrywiol gan gynnwys darparu cyngor, gwneud gwaith cynllunio a pharatoi, a chynnig cymorth holistaidd i ddiwallu anghenion pobl ifanc, yn enwedig o ran iechyd, tai a gyrfaodedd ôl-16.
5.	Cefnogi'r broses loches gan ddilyn y canllawiau priodol pan nad yw pobl ifanc yn derbyn statws neu pan fydd yr holl hawliau apelio wedi'u disbyddu.
6.	Sicrhau bod pobl ifanc yn ymwybodol o'u hawliau ariannol a'u bod yn derbyn yr hyn y mae hawl ganddynt ei gael.
7.	Lle bo angen, cyfeirio pobl sy'n gadael gofal at amrywiaeth eang o asiantaethau a sefydliadau sy'n bartneriaid h.y. yr asiantaethau / y sefydliadau sydd yn y sefyllfa orau bosibl i ddiwallu eu hanghenion a'u cynorthwyo nhw i gyrraedd eu potensial llawn.
8.	Cydlynu'r gwasanaethau a ddarperir a chymryd camau rhesymol i sicrhau bod y person ifanc yn defnyddio gwasanaethau o'r fath.
9.	Derbyn y wybodaeth ddiweddaraf am les y person ifanc a'r cynnydd y mae'n ei wneud gan gysylltu'n rheolaidd â'r asiantaethau cefnogi i fonitro cynnydd.
10.	Bod yn hyderus wrth weithio ar eich pen eich hun gyda'r unigolion yr ydych chi'n gysylltiedig â nhw mewn amrywiol gyd-destunau yn y cymunedau y maent yn byw ynddynt gan ddarparu cludiant iddynt pan ystyrir bod angen gwneud hyn neu fod hyn yn briodol.
11.	Bod yn barod i weithio y tu allan i Geredigion, gan gefnogi'r bobl ifanc sydd wedi dewis peidio â byw yng Ngheredigion.
12.	Cadw cofnodion ysgrifenedig cywir, amserol a chyfredol sy'n cynnwys manylion eich cyswllt â'r person ifanc, gan gynnwys gwaith rheoli ariannol a mewnbynnu gwybodaeth yn y system gwybodaeth rheoli.
Cyfeirnod at Ddibenion Gwerthuso Swyddi	JD 1847-01

Manyleb y Person

Gofynion Hanfodol	
Cymwysterau Academaidd / Proffesiynol / Technegol / Galwedigaethol	NVQ lefel 3-4 mewn maes perthnasol
Sgiliau ieithyddol Cymraeg:	Rhaid i chi feddu ar y sgiliau ieithyddol canlynol o fewn 2 flynedd i'r penodiad. Gwrando a Siarad Lefel 2: Medru deall craidd sgwrs. Medru derbyn a deall negeseuon syml ar batrymau arferol, e.e. amser a lleoliad cyfarfod, cais am siarad gyda rhywun. Medru cyfleu gwybodaeth elfennol a chyfarwyddiadau syml. Medru dechrau a gorffen sgysiau a chyfarfodydd yn ddwyieithog. Sgiliau Darllen Lefel 2: Gallu deall y rhan fwyaf o adroddiadau byr a chyfarwyddiadau arferol o fewn arbenigedd y gwaith, cyn belled â bod digon o amser wedi ei ganiatáu. Sgiliau Ysgrifennu Lefel 2: Medru llunio neges fer syml ar bapur neu e-bost i gydweithiwr o fewn y Cyngor neu gyswllt cyfarwydd y tu allan i'r Cyngor.
Sgiliau ieithyddol Saesneg:	Rhaid i chi feddu ar y sgiliau ieithyddol canlynol pan fyddwch chi'n dechrau'r swydd. Gwrando a Siarad Lefel 5: Medru cyfrannu'n rhugl a hyderus yng nghyswllt pob agwedd ar y gwaith beunyddiol, gan gynnwys trafod a chynghori ar faterion technegol, arbenigol neu sensitif. Sgiliau Darllen Lefel 5: Gallu deall adroddiadau, dogfennau ac erthyglau yr ydych yn debygol o ddod ar eu traws yn ystod eich gwaith, gan gynnwys cysyniadau cymhleth wedi'u mynegi mewn termau astrus. Sgiliau Ysgrifennu Lefel 5: Medru llunio gohebiaeth fusnes, adroddiadau byr, negeseuon e-bost a llenyddiaeth hysbysrwydd i safon dderbyniol gyda chymorth cymhorthion iaith. Medru llunio nodiadau manwl wrth gymryd rhan lawn mewn cyfarfod.
Sgiliau Ymarferol / Personol	• Meithrin perthynas adeiladol â phobl ifanc o gefndiroedd amrywiol • Sgiliau rhyngpersonol da • Sgiliau da o ran asesu a chynllunio • Sgiliau da o ran monitro ac adolygu • Sgiliau cofnodi cywir • Sgiliau trefnu

	• Y gallu i ddefnyddio eich menter eich hun a gweithio heb fawr ddim goruchwyliaeth • Y gallu i gymryd cyfrifoldeb personol • Cysylltu ag asiantaethau sy'n bartneriaid • Y gallu i baratoi gwaith ysgrifenedig (llythyron, ffurflenni, adroddiadau, ac ati) gan ddilyn gweithdrefnau'r adran. • Yn barod iawn i ddefnyddio systemau TGCh yn rheolaidd
Profiad Hanfodol	• O leiaf 2 flynedd o brofiad o weithio gyda phobl ifanc o dan 25 oed • Ymrwymiad a chymhelliad i weithio gyda phobl sy'n gadael gofal • Gweithio mewn cyd-destun lle mae angen datrys problemau • Profiad o weithio gyda gwahanol asiantaethau • Dealltwriaeth dda o ffactorau sy'n effeithio ar ddatblygiad a chanlyniadau cyffredinol e.e. trawma, ymlyniad, anawsterau dysgu ac anawsterau iechyd meddwl. • Profiad o waith partneriaeth cymhleth rhwng asiantaethau
Hyfforddiant/addysg y mae'n ofynnol eu cyflawni/mynd ati i'w cyflawni ar gyfer y swydd	

Gofynion Dymunol	
Cymwysterau / Hyfforddiant	• Wedi dilyn hyfforddiant ychwanegol neu astudio pynciau perthnasol yn bersonol • Cymhwyster proffesiynol perthnasol, e.e. gwaith cymdeithasol, gwaith ieuencid, Troseddeg • Gwybodaeth am systemau Plant a Theuluoedd, yn enwedig y system plant sy'n derbyn gofal • Gwybodaeth am y darparwyr gwasanaeth perthnasol gan gynnwys gwasanaethau penodol ar gyfer Ceiswyr Lloches.
Sgiliau Ymarferol / Personol	• Wedi ymrwymo i weithio gyda phobl sy'n gadael gofal • Y gallu i ymdopi â phwysau sy'n cystadlu yn erbyn ei gilydd gan gynnwys rheoli sefyllfaoedd cymhleth sydd â risg uchel • Yn agored, yn greadigol ac yn barod i archwilio ffyrdd newydd o weithio • Gwaith grŵp

Job Description

Post Name	Leaving Care Personal Advisor
Service	Porth Cynnal
Grade	8
Spinal Point/s	18 - 22
Salary	£31,537 - £33,699 per annum
Job Purpose	To be responsible for providing flexible support and advice to young people and adults aged between 16 - 25 years. To be responsible for providing flexible support, advice and guidance around their transition to adulthood in accordance with the Leaving Care Act requirements. To undertake the statutory guidelines in terms of visits, pathway planning and case recording as per the duties of a Leaving Care Personal Advisor under the Leaving Care Act 2000. To be creative in working with challenging young people. To work in a multi-agency way particularly in the areas of housing and education. To act as the case manager for young people who have reached the age of 18 and no longer have Social Work involvement and serve as a “focal point” for them in their dealings with their responsible local authority. To be able to support care leavers in times of challenge or when they are facing or demonstrating risk. To ensure that services are planned and delivered in a way which thinks about young peoples rights in relation to the services provided, can act on the view of young people and is able to demonstrate young people rights are reflected in the way the post holder will work with children and young people.
Contractual Work Location/Base	Penmorfa
Hours of Work	37 hours
Type of Contract	Full-time
Contract Duration	Permanent
Line Managers Job Title	Team Manager
Supervisory/Managerial Responsibilities	No
Accountability	
Contractual Terms Associated with the Post	Safeguarding and protecting adults at risk and children are key priorities for us. We aim to support adults at risk, children and young people to ensure they are as safe as they can possibly be. We acknowledge their right to protection and will take action to safeguard their welfare. Each member of staff and

	volunteer is expected to share this commitment, and we will require an Enhanced Check by the Disclosure and Barring Service (DBS), formerly CRB before appointing to this post.
Duties and Responsibilities	
1. To act as a case manager and develop positive working relationships with young people. 2. To encourage and empower young people to participate in all decision-making processes affecting their lives and involve the peer consultation workers in this process when appropriate. 3. To develop, monitor and review the pathway plan to ensure needs are met, including triple track planning. 4. To provide and access various information, advice, planning and preparation, and holistic support to meet young people's developing needs, especially in health, housing and post 16 careers. 5. To support with the asylum process and follow guidelines for when young people are not given status or become All rights exhausted. 6. To ensure young people are aware of and receive their financial entitlements. 7. Signposting and where necessary referring care leavers to a wide range of partner organisations and agencies which are best equipped to meet their needs and help them achieve their full potential. 8. To co-ordinate the provision of services and take reasonable steps to ensure that the young person makes use of such services. 9. To keep informed of the young person's progress and well-being by monitoring their progress through regular contact with supporting agencies. 10. To be confident lone working with linked individuals in and across a diverse range of contexts in the communities where they live and providing them with transport when this is deemed appropriate or necessary. 11. To be prepared to work outside of Ceredigion, supporting our young people that have chosen not to live in Ceredigion. 12. To keep accurate, timely and up-to-date written records of contact with the young person, including financial management and inputting into the management information system.	
Job Evaluation Post Ref	JD 1847-01

Person Specification

Essential Requirements	
Academic / Professional / Technical / Vocational Qualifications	NVQ level 3-4 in relevant subject area
Welsh Linguistic Skills:	The following linguistic skills will be required within 2 years of appointment. Listening & Speaking Level 2: Can understand the essence of a conversation. Can receive and understand simple messages following normal patterns, such as time and place of meeting, request to talk to someone. Can pass on basic information and simple instructions. Can begin and end conversations and meetings bilingually. Reading Skills Level 2: Can understand most short reports and familiar instructions within his/her own area of expertise, provided enough time is given. Writing Skills Level 2: Can write a short simple message on paper or by e-mail to a colleague within the Council or a known external contact.
English Linguistic Skills:	You must possess the following linguistic skills when you start the position. Listening & Speaking Level 5: Can contribute fluently and confidently in relation to all aspects of day-to-day work, including discussing and advising upon technical, specialist or sensitive matters. Reading Skills Level 5: Can understand reports, documents and articles he/she is likely to read during his/her work, including complicated concepts expressed in abstruse terms. Writing Skills Level 5: Can write business correspondence, short reports, e-mail messages and information literature to an acceptable standard with the assistance of language tools. Can write detailed notes in a meeting whilst contributing fully.
Practical and personal skills	• Form constructive relationships with young people from diverse backgrounds • Good interpersonal skills • Good assessment and planning skills • Good monitoring and reviewing skills • Accurate recording skills • Organisational skills

	• Ability to use own initiative and work with limited supervision • Proven ability to take personal responsibility • Liaison with partner agencies • Ability to produce appropriate written work (letters, forms, reports etc) while following departmental procedures. • Regular & willing user of IT systems
Required Experience	• Minimum 2 years of working with young people up to 25 years • Commitment and motivation to work with care leavers • Working in a problem-solving context • Experience of inter-agency working • Good understanding of factors that impact on development and overall outcomes e.g. Trauma, attachment, learning and mental health difficulties. • Experience of complex interagency partnership work
Training/education required to be undertaken for the post/worked towards	

Desirable Requirements	
Qualifications / Training	• Has pursued additional training or personal study of relevant subjects • A relevant professional qualification, eg Social work, Youth Work, Criminology • Knowledge of Children and Families systems, especially the looked after system • Knowledge of relevant service providers including Asylum Seekers specific services.
Practical / Personal Skills	• Dedicated and motivated in working with care leavers • Ability to cope with competing pressures including managing high risk complex situations • Open, creative and willing to explore new ways of working • Group work