Disgrifiad Swydd

Teitl y Swydd	Hwylusydd Gweithgareddau
Gwasanaeth	Porth Gofal
Graddfa	4
Pwynt/iau Cyflog	4
Cyflog	£26,016 pro rata
Pwrpas y Swydd	Fel Hwylusydd Gweithgareddau, byddwch yn chwarae rhan hanfodol wrth gynllunio a chyflwyno amrywiaeth o weithgareddau therapiwtig sy'n hyrwyddo lles emosiynol, swyddogaeth gwybyddol, a chysylltiadau cymunedol. Bydd eich creadigrwydd a'ch brwdfrydedd dros helpu eraill yng nghanol popeth a wnewch. Mae'r rôl hon yn hanfodol i sicrhau bod unigolion yn cael profiad boddhaol a deniadol yn y cartref gofal, gan hyrwyddo eu lles cyffredinol trwy amrywiaeth o weithgareddau ac annog ymgysylltiad rhwng y cenedlaethau. Argaeledd i weithio rhai nosweithiau, penwythnosau, a/neu wyliau banc yn ôl y galw.
Lleoliad Gwaith Cytundebol	Penmorfa, Aberaeron ond yn gweithio ar draws y Sir
Oriau Gwaith	30 awr yr wythnos 9-5pm Dydd Llun – Iau a 9-4.30pm Dydd Gwener
Math o Gytundeb	Rhan-amser
Hyd y Cytundeb	Parhaol
Teitl swydd y Rheolwr Llinell	Rheolwr Cofrestredig Cartref Preswyl Hafan y Waun
Cyfrifoldebau Goruchwylio / Rheoli	
Atebolrwydd	• Ffôn symudol • Offer TGCh • Unrhyw offer arbenigol arall sydd ei angen ar gyfer y rôl • Sicrhau cyfathrebu gweithredol ar gyfer preswylwyr, staff a theuluoedd mewn perthynas â gweithgareddau parhaus.
Telerau Cytundebol sy'n Gysylltiedig â'r Swydd	• Cofrestru gyda Gofal Cymdeithasol Cymru (GCC) • Gweithio ar draws Gwasanaethau Uniongyrchol fel y bo'n ofynnol. • Mae'r swydd yn amodol ar wiriad Manylach DBS ar gyfer Oedolion, gan gynnwys gwiriad yn erbyn y Rhestr Waharddedig i Oedolion.

<table>
<tr><td></td><td></td></tr>
<tr><td colspan="2">Dyletswyddau a chyfrifoldebau</td></tr>
<tr><td colspan="2">
Datblygu a gweithredu amrywiaeth o weithgareddau sy'n cael eu teilwra i anghenion a diddordebau unigolion
Annog annibyniaeth, hyder a rhyngweithio cymdeithasol unigol
Magu amgylchedd cadarnhaol a chynhwysol sy'n annog cyfranogiad ac ymgysylltiad
Cydweithio â chyd-aelodau o'r tîm i sicrhau bod gweithgareddau'n cyd-fynd â chynlluniau gofal unigol
Monitro ac asesu effeithiolrwydd gweithgareddau, gan wneud addasiadau yn ôl yr angen
Cynnal cofnodion a dogfennaeth gywir o weithgareddau a chynnydd
Cynnig cyfraniad at ddatblygu ac adolygu cynlluniau gofal o fewn cyfarfodydd penodedig
Cefnogi gwirfoddolwyr a myfyrwyr mewn amrywiaeth o leoliadau
</td></tr>
<tr><td>Cyfeirnod at Ddibenion Gwerthuso Swyddi</td><td>JD 1863</td></tr>
</table>

Manyleb y Person

Gofynion Hanfodol	
Cymwysterau Academaidd / Proffesiynol / Technegol / Galwedigaethol	Fframwaith Sefydlu Cymru Gyfan (AWIF) neu gymhwyster cyfatebol neu fod yn barod i'w gwblhau **A** QCF/NVQ/City and Guilds lefel 2 Iechyd a Gofal Cymdeithasol: Ymarfer (oedolion) neu fod yn barod i'w gwblhau o fewn 2 flynedd **Neu** O leiaf flwyddyn o brofiad perthnasol trwy gyflogaeth/gwirfoddoli neu brofiad gwaith wrth gefnogi unigolion Hyfforddiant MIDAS neu fod yn barod i gwblhau'r hyfforddiant o fewn 12 mis.
Sgiliau Ieithyddol Cymraeg:	**Bydd angen y sgiliau ieithyddol canlynol o fewn 2 flynedd i'r penodiad.** **Gwrando a Siarad** **Lefel 4:** Medru cyfrannu'n effeithiol mewn cyfarfodydd mewnol ac allanol yng nghyd-destun y pwnc gwaith. Medru deall gwahaniaethau cywair a thafodiaith. Medru dadlau o blaid ac yn erbyn achos penodol. Medru cadeirio cyfarfodydd ac ateb cwestiynau o'r Gadair yn hyderus. Medru rhoi cyflwyniadau yn rhugl ac yn hyderus yng nghyd-destun y pwnc gwaith. **Sgiliau Darllen** **Lefel 3:** Gallu deall y rhan fwyaf o adroddiadau, dogfennau a gohebiaeth y mae'n debygol o ddod ar eu traws yn ystod y gwaith **Sgiliau Ysgrifennu** **Lefel 3:** Medru llunio negeseuon ac adroddiadau anffurfiol at ddefnydd mewnol
Sgiliau Ieithyddol Saesneg:	**Rhaid i chi feddu ar y sgiliau ieithyddol canlynol pan fyddwch chi'n dechrau'r swydd.** **Gwrando a Siarad** **Lefel 4:** Medru cyfrannu'n effeithiol mewn cyfarfodydd mewnol ac allanol yng nghyd-destun y pwnc gwaith. Medru deall gwahaniaethau cywair a thafodiaith. Medru dadlau o blaid ac yn erbyn achos penodol. Medru cadeirio cyfarfodydd ac ateb cwestiynau o'r Gadair yn hyderus. Medru rhoi cyflwyniadau yn rhugl ac yn hyderus yng nghyd-destun y pwnc gwaith. **Sgiliau Darllen** **Lefel 3:** Gallu deall y rhan fwyaf o adroddiadau, dogfennau a gohebiaeth y mae'n debygol o ddod ar eu traws yn ystod y gwaith.

	Sgiliau Ysgrifennu **Lefel 3:** Medru llunio negeseuon ac adroddiadau anffurfiol at ddefnydd mewnol.
Sgiliau Ymarferol / Personol	• Sgiliau rhyngbersonol a chyfathrebu cryf. • Sgiliau TG gyda'r gallu i ddefnyddio amrywiaeth o feddalwedd, gyda'r gallu i ddatblygu posteri, taflenni, adroddiadau a dogfennau eraill yn ôl yr angen. • Creadigrwydd a'r gallu i feddwl y tu allan i'r bocs drwy ddefnyddio amrywiaeth o adnoddau ar y cyd â staff gofal, teuluoedd, ffrindiau a'r gymuned ehangach. • Y gallu i ddatblygu cynlluniau ac addasu cynlluniau mewn ymateb i amgylchiadau newidiol ar draws pob oedran. • Rheoli amser yn effeithiol a'r gallu i flaenoriaethu tasgau a chwrdd â therfynau amser. • Ymgysylltu'n weithredol ag unigolion i gasglu adborth drwy arolygon, cyfarfodydd a sianeli cyfathrebu eraill. • Dadansoddi data adborth i nodi themâu cyffredin, materion a meysydd i'w gwella. • Angerdd gwirioneddol dros wella lles eraill. • Bydd gofyn i'r deiliad llwyddiannus weithio o wahanol leoliadau ar draws y Sir. Bydd gofyn i'r deiliad gyflawni hyfforddiant MIDAS o fewn 12 mis i'w benodi. • Bydd angen i ddeiliad y swydd allu teithio i wahanol leoliadau ledled y sir ar fyr rybudd, gan ddefnyddio cludiant personol, i ymateb yn brydlon i anghenion y gwasanaeth.
Profiad Hanfodol	Profiad blaenorol mewn rôl debyg neu gefndir mewn gweithgareddau therapiwtig
Hyfforddiant/addysg y mae'n ofynnol eu cyflawni/mynd ati i'w cyflawni ar gyfer y swydd	• Hyfforddiant gorfodol corfforaethol gan gynnwys e-ddysgu. • Cofrestru â Gofal Cymdeithasol Cymru a gofynion Hyfforddiant ac Addysg Ôl-Gofrestru.

Gofynion Dymunol	
Cymwysterau / Hyfforddiant	Cymhwyster Cymdeithas Genedlaethol Darparwyr Gweithgareddau
Sgiliau Ymarferol / Personol	• Sgiliau Celfyddydau Creadigol e.e. llestri, celf, cerddoriaeth, barddoniaeth, garddio. • Sgiliau bywyd annibynnol e.e. coginio, trin arian. • Cysylltiadau â'r gymuned e.e. grwpiau gweithgareddau sy'n gallu ymuno â'r gweithgareddau yn y lleoliadau. Gan gynnwys cyfleoedd rhyng-genedlaeth trwy ysgolion, clybiau ieuenctid a grwpiau gweithgareddau ehangach.

Job Description

Post Name	Activity Enabler
Service	Porth Gofal
Grade	4
Spinal Point/s	4
Salary	£26,016 pro rata
Job Purpose	As an Activity Enabler, you will play a crucial role in designing and delivering a variety of therapeutic activities that promote emotional well-being, cognitive function, and community connections. Your creativity and passion for helping others will be at the heart of everything you do. This role is essential in ensuring that individuals have fulfilling and engaging experience in the care home, promoting their overall well-being through various activities and promoting intergenerational engagement. Availability to work some evening, weekends, and/or bank holidays as needed.
Contractual Work Location/Base	Penmorfa, with the requirement to work across the County.
Hours of Work	30 hours per week 9-5pm Monday – Thursday and 9-4.30pm Friday
Type of Contract	Part-time
Contract Duration	Permanent
Line Managers Job Title	Registered Manager Hafan y Waun Residential Care Home
Supervisory/Managerial Responsibilities	
Accountability	• Mobile phone • ICT Equipment • Any other specialist equipment required for the role • Ensure active communication for residents, staff and families in relation to on-going activities.
Contractual Terms Associated with the Post	• Registration with Social Care Wales (SCW) • Working across Direct Services as required. • This post is subject to an Enhanced Adult DBS check, including a check against the Adult Barred List.

Duties and Responsibilities

- Develop and implement a diverse range of activities tailored to the needs and interests of individuals
- Encourage individual independence, confidence and social interaction
- Foster a positive and inclusive environment that encourages participation and engagement.

• Collaborate with other team members to ensure activities align with individual care plans. • Monitor and evaluate the effectiveness of activities, making adjustments as needed. • Maintain accurate records and documentation of activities and progress. • Contribute to the development and reviewing of care plans within set meetings. • To support volunteers and students within a range of settings	
Job Evaluation Post Ref	JD 1863

Person Specification

Essential Requirements	
Academic / Professional / Technical / Vocational Qualifications	All Wales Induction Framework (AWIF) or equivalent or a willingness to complete **<u>And</u>** QCF/NVQ/City and Guilds level 2 Health and Social Care: Practice (adults) or the willingness to complete within 2 years **<u>Or</u>** At least one year's relevant experience through employment/volunteering or work experience in supporting individuals MIDAS trained or the willingness to complete the training within the 12 months.
Welsh Linguistic Skills:	**The following linguistic skills will be required within 2 years of appointment.** **Listening & Speaking** **Level 4**: Can contribute effectively to internal and external meetings in the context of the job area. Can understand differences in language and dialect. Can argue for or against a specific case. Can chair meetings and answer questions confidently from the Chair. Can give presentations fluently and confidently in the context of the job area. **Reading Skills** **Level 3:** Can understand most reports, documents and correspondence he/she is likely to encounter during his/her work. **Writing Skills** **Level 3:** Can write informal messages and reports for internal use.
English Linguistic Skills:	**You must possess the following linguistic skills when you start the position.** **Listening & Speaking** **Level 4**: Can contribute effectively to internal and external meetings in the context of the job area. Can understand differences in language and dialect. Can argue for or against a specific case. Can chair meetings and answer questions confidently from the Chair. Can give presentations fluently and confidently in the context of the job area **Reading Skills** **Level 3:** Can understand most reports, documents and correspondence he/she is likely to encounter during his/her work.

	Writing Skills **Level 3:** Can write informal messages and reports for internal use.
Practical and personal skills	• Strong interpersonal and communication skills. • IT skills with the ability to use a range of software, with the ability to develop posters, leaflets, reports and other documents as required. • Creativity and the ability to think outside the box utilising a range of resources in conjunction with care staff, families, friends and the wider community. • The ability to develop plans and able to adjust plans in response to changing circumstances on a through age basis. • Effective time management and ability to prioritise tasks and meet deadlines. • Actively engage with individuals to gather feedback through surveys, meetings, and other communication channels. • Analyse feedback data to identify common themes, issues, and areas for improvement. • A genuine passion for improving the well-being of others. • The successful post holder will be required to work from multiple locations across the County. Post holders will be required to complete the MIDAS training within 12 months of appointment • Using their own travel arrangements, the postholder must be able to attend locations across the county at very short notice, in order to respond promptly to operational and service demands. • Ability to work alone and as part of team.
Required Experience	• Previous experience in a similar role or a background in therapeutic activities.
Training/education required to be undertaken for the post/worked towards	• Corporate Mandatory training including e-learning. • Social Care Wales Registration and Post-Registration Training and Learning requirements.

Desirable Requirements	
Qualifications / Training	National Activity Provider Association qualification
Practical / Personal Skills	• Creative Arts skills e.g. pottery, art, music, poetry, gardening. • Independent life skills e.g. cooking, handling money. • Connections with the community e.g. activity groups that can join in the activities with the settings. Including intergenerational opportunities through schools, youth clubs and wider activity groups.