

ROLE ADVERT

ROLE TITLE: Night Care and Support Worker

POST ID: SAS255

GRADE: Band D SCP 9 – 13 (£20,344 - £21,166)

HOURS: 21hrs (shifts of 10.30pm-7.30am on a rota basis including weekends and bank holiays)

LOCATION: Mardy Park, Abergavenny which may change in the future if the service location needs to relocate. Relocation or disturbance expenses will not be paid if this happens.

WELSH LANGUAGE ASSESSMENT: Welsh language skills are desirable;

**Should you require any further information regarding this post, please contact:
Sian Gardner Lead Manager Residnetial and Day Services**

Closing Date: 12 noon on 3rd May 2019

Please Note that we are not able to accept CV's

**Application forms can be completed online or down loaded via:
www.monmouthshire.gov.uk/how-to-apply-for-council-jobs**

Applications may be submitted in Welsh, and that an application submitted in Welsh will not be treated less favourably than an application submitted in English.

Completed paper application forms should be returned to the following address:-
People Services, Monmouthshire County Council, PO BOX
106, CALDICOT, NP26 9AN

Appointment to this post is exempt from Rehabilitation of Offenders Act and is subject to an Enhanced Disclosure Check

Monmouthshire County Council is an equal opportunities employer and welcomes applications from all sections of the community.

All posts are open to job-share unless stated otherwise.

Monmouthshire County Council operates a Smoke Free Workplace policy.

ROLE PROFILE

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LOCATION:	Mardy Park

WELSH LANGUAGE ASSESSMENT: Welsh language skills are desirable;

Mardy Park Resource Centre Team.....Who are we?

Mardy Park is the integrated health and social care hub for North Monmouthshire (Bryn-y-Cwm). The teams based at the centre are comprised of community nursing, physiotherapy, occupational therapy, care management and direct care teams staff that support the health and well-being of people both at the centre and within the local community. An outline of services is given below:

- Residential Service- providing a safe and supportive environment for those people unable to live safely at home.
- Short Breaks – A range of opportunities including residential respite to enable carers to have a break.
- Community reablement Services – Supporting people in the short term to help people regain their independence.
- Centre based rehabilitation – Providing intensive support to people in the short term to help them regain their independence.
- Day Care Services – Providing opportunities of social stimulation and occupation for older people living in the community. This may be through attending the centre or being assisted to make connections within the community that would be of interest.
- Care management and assessment services – supporting and signposting people at times of need to access support, services and information.
- Community Nursing & St David's Nursing services. Providing a range of clinics and healthcare services at the centre and in the community.

The centre also hosts a small community café for members of the public to use.

Our Purpose:

- We promote a relationship based experience of receiving care and support that enables a more natural life, promotes choice, control, independence and meets the social and emotional needs of the people we support.
- Improved listening and assessment. We understand ‘what matters’ and we know the person ‘ordinarily’. In this context person centred support is only ever about the individual and founded on the persons individual needs for autonomy, inclusion, identity, attachment and comfort.
- Making it home. We recognise that “home” is different to us all and our homes reflect who we are as an individual. For those that live and stay at Mardy Park we will support the person to create a home and be at home; what comfort, security and individuality is to you. Shared areas will reflect the people who live in the home and their preferences.
- Services support the spirit of the person. We will place equal importance on the social and emotional well-being of the person as well as their physical well-being.
- Services support families, friends and other important people to remain involved they will feel involved and listened to and encouraged to actively advocate for their loved ones.
- The centre looks, sounds and feels like a place for individuals to express themselves, have fun, make noise, be involved, be busy, find retreat and privacy and is at its heart whatever it needs to be to respond to how any person feels at any given moment.
- We recognise the importance of food and drink to a person’s well-being. Our focus will be on quality of food and ensuring we meet the individual’s nutritional and dietary needs.
- Maintaining connections with their local communities - to support people to maintain a sense of personal identity and inclusion in the local community. Communities will become more inclusive and awareness of dementia will increase. We will actively seek opportunities to engage in the local community both through accessing the community and inviting community groups to visit regularly.
- Services work closely with all those involved in supporting the person and direct relationships exist that support a seamless and autonomous approach.
- The role of our teams develops. We utilise the skills of individual team members more and they feel empowered, valued and their well-being improves. Individual’s team members are fully engaged and involved in developments.

Managers Expectation of this Role:-

Simply, I am looking for people who can bring the reliability, commitment, integrity and enthusiasm that the people we support deserve. I need this because what we do matters.

**Here’s what I am looking for from this role:
I need you:-**

- To bring yourself; your personality, a big smile and a sense of fun. You need to understand that 100% is the minimum commitment.
- To ensure centre based services and activities look, sound and feel focussed on the individual; inviting, lively, active and stimulating.
- To act as the keyworker for some of the people we support taking a lead on liaison with other people involved in their support
- To actively work to safeguard individuals within POVA guidelines.
- To work with people in a way that continually demonstrates a focus on being person centred and relationship focussed. You will need to spend time getting to know the people we support and developing a relationship that supports your role as an 'attached professional' rather than someone who is 'detached'
- To support people to do as much for themselves as possible working in a way that promotes ability and does not foster dependency.
- To provide care and support to people that is at all times sensitive, confidential and upholds the person's dignity.
- To help people with all aspects of daily living. This includes personal care provided in a way focusses on a person's feelings and in a way that turns tasks into positive social interactions.
- To administer medication to individuals we support in line with GP guidance, MCC policy and individual's needs.
- To assist team lead in all aspects of medication procedures; including assessing individuals capabilities to administer their medication independently, booking in/out of medication, carrying out audit checks
- To support people to maintain contact with, and reconnect, with their friends, family and local community. This will involve providing direct physical support and the emotional support to do this.
- To work with people in a positive way that ensures that all controlling elements of care are removed and there is no 'them and us'.
- To understand the importance of food and drink in people's lives ready to see meal times as an occasion and to sit and eat with the person being supported.
- To work in a way that supports spontaneity for the person
- To provide support directly to those 'informal' carers who are also supporting the person. You will understand the importance of supporting family, friends and others to remain involved in the care of the person.
- To work closely with the team lead and others to ensure quality of service delivery
- To actively implement the authority's policies and procedures.
- To be competent in using IT. You will need to maintain electronic files for individuals you support.
- To work flexibly with people. We need someone who is available to work shift patterns, weekends and bank holidays. To be flexible to change as and when needed to suit the needs of the service.
- To be a good at communicator. You will need to work closely with people interpreting and understanding the full range of ways in which people communicate. You will need to identify and report, any concerns as to the health and welfare of the people we support.
- To be able to ask for (and provide) support from your colleagues to help overcome the challenges of this type of work. You will need to be person centred towards your colleagues.

- To be someone who is equally comfortable working as part of a team or working on their own.
- To be someone able to continually reflect on their own practice and personal development to identify where things could be done differently or better.
- To understand the importance of attending supervision and 1:1 meetings with your manager, ensuring you use all opportunities to share, learn and grown in your role. You need to understand the importance of, and taking responsibility for, self-directed learning and development in addition to a commitment to all training opportunities made available to you.
- To be able to build effective working relationships with a wide range of people.
- To be someone with ideas, open to change and new ways of working. However, you will need to follow specific and agreed protocols in relation to health & safety, moving & handling and medications
- To work across service areas providing a seamless and consistent approach to supporting individual.

**Should you require any further information regarding this post, please contact:
Sian Gardner Tel: 07815005013**

Closing Date: 12 noon on 03/05/19

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Person Specification

How will I know if you are the right person for the role?

This is an exciting and extremely rewarding role but to support people according to who they are what matters to them, we need you to be the following.

Overall experience is not necessary but you will be someone who clearly demonstrates their commitment, enthusiasm and their caring nature. Caring is about supporting someone to live well and to live a natural life. This means that the support we provide will always focus on how a person feels....	
Relationships	You will understand the importance of relationships and that to support people we need know the person; their experiences, their life and who they are now.
Enabling	You will be able to work in way that involves the person to participate fully in their lives assisting them to set and achieve their personal outcomes and goals whatever this may be
Approach	You will adopt an individual approach to each person based on who they are and how they feel. You will adjust and adapt continually to stay in the moment and to support someone according to what matters.
Availability & Flexibility	You will need to work at times of the day that people need support and that you understand that this will change on any given day according to how that person feels. This means being focussed on the individual and not a routine.
Self	You will be someone who is comfortable being yourself at work and you are self-aware and open.
Feeling	You will be emotionally warm, offering closeness and empathy to each individual
Together	You are someone able to be a friend to the people we support; with no them and us.
Inspiring	You will be passionate and positive; able to make a connection with people that makes a difference.
Nurturing	You will be someone who can provide comfort, security and a sense of belonging
Accepting	You will be able to be positive about a person's reality and understanding of the fact that feelings can be displayed as actions or words.
Spontaneous	You will be someone who can create opportunities that will provide occupation and stimulation. You will be able to think on your feet and change the moment.
Team	You will understand the importance of your contributing to the team understanding that the outcomes for the people we support improve when the team work well together. You will have the ability to communicate openly and listen to the ideas of others
Supporting	You will be comfortable to express your own emotions and support others with theirs.
Growing	You will need to be open to learning, challenge and self-reflection.
Driving	Use of a car and full UK driving license is preferable
Qualifications	A qualification is not needed to apply for this role but you must be willing



to undertake the QCF Level 2 in Care.

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Sian Gardner Tel: 07815005013**

WELSH LANGUAGE SKILLS FRAMEWORK

LEVEL 1			
<p><i>Can understand basic everyday phrases if the speaker talks slowly and clearly and is willing to help. Can introduce yourself and others and can ask and answer questions regarding basic information, e.g. individual asking to see someone, where is the xxx meeting, toilet etc. Can transfer phone calls pass on a simple message or make a straightforward request, e.g. via e-mail.</i></p>			
UNDERSTANDING	SPEAKING	READING	WRITING
<ul style="list-style-type: none"> ➤ Can understand simple questions: where is the xxx meeting, where is the toilet, who is the person they wish to see. Can understand who to transfer a phone call to etc, 	<ul style="list-style-type: none"> ➤ Can pronounce place names and personal names correctly. ➤ Can greet individuals face to face or over the phone ➤ Can open and close a conversation or open and close a meeting. 	<ul style="list-style-type: none"> ➤ Can read short sentence, e.g. basic signs, simple instructions, agenda items, simple information on forms 	<ul style="list-style-type: none"> ➤ Can open and close an e-mail or letter ➤ Can write personal names, place names, job titles ➤ Can write a simple message to a colleague on paper or e-mail, e.g. such and such has called.
LEVEL 2			
<p><i>Can understand sentences when people talk about everyday situations, e.g. simple personal and family information. Can hold a basic conversation with someone to obtain or exchange straightforward information, e.g. discuss how a person is feeling; something which has happened; simple plan for the future. Can write and read messages in letters or e-mails describing familiar issues and written in short sentences.</i></p>			
UNDERSTANDING	SPEAKING	READING	WRITING
<ul style="list-style-type: none"> ➤ Can understand when people speak slowly about everyday situations, e.g. providing personal information, talking about what they have been doing, what they would like to do, how they feel general ➤ Can understand when people ask you do something 	<ul style="list-style-type: none"> ➤ Can communicate simple information or ask common questions, e.g. to acquire information from an individual ➤ Can use Welsh to get to and emphasise with the individual but not able to conduct the entire conversation or session in Welsh ➤ Can hold a short conversation with an individual or exchange relatively straightforward information ➤ Can contribute to a meeting, but need to revert to English for specialist terms. 	<ul style="list-style-type: none"> ➤ Can read short message and certain letters or e-mails, e.g. those which make a request or ask you to pass on a message 	<ul style="list-style-type: none"> ➤ Can write a short message to a colleague asking a question, thanking her/him, explaining something, e.g. time and place of a meeting ➤ Can write a short letter or e-mail to arrange an appointment
LEVEL 3			
<p><i>Can understand the main points when an individual or colleague is talking about familiar subjects, e.g. during a conversation or small group meeting. Can hold extended conversations with fluent speakers about familiar subjects involving everyday work. Can describe experiences and events and provide concise explanations and reasons for opinions and plans. Can read articles, letters or e-mails about general subjects. Can write letters or e-mails about most subjects, e.g. requesting something; providing information; inviting somebody or organising an event.</i></p>			

UNDERSTANDING	SPEAKING	READING	WRITING
<ul style="list-style-type: none"> ➤ Can understand individuals and colleagues when exchanging information or discussing plans, if the subject is familiar. ➤ Can understand a discussion at a meeting if the subject is familiar. ➤ Can understand individuals and colleagues in a familiar situation or in everyday conversation. 	<ul style="list-style-type: none"> ➤ Can take part in most conversations with colleagues about work and plans if the vocabulary is not too technical. ➤ Can hold a conversation with an individual or exchanging relatively straightforward information. ➤ Can contribute to a meeting but need to revert to English for specialist terms. ➤ Can adapt the style of language to suit the audience. 	<ul style="list-style-type: none"> ➤ Can understand most e-mail messages or letters concerning day to day work. ➤ Can guess the meaning of a word based on context if the subject is familiar. ➤ Can read a simple, straightforward article in a newspaper or magazine types of written material. 	<ul style="list-style-type: none"> ➤ Can write a letter or e-mail to an individual, or colleague about most topics in order to request something; provide an explanation; describe an experience or situation; invite people or organise an event. ➤ Can write relatively accurately when drafting a short information leaflet or poster in Welsh as required.

LEVEL 4

Can usually follow most conversations or discussions, even on unfamiliar topics, Can talk confidently with fluent speakers about familiar subjects relating to work, and an express an opinion, take part in discussion, and talk extensively about general topics, e.g. in meetings or one-to-one situations with individuals. Can understand most correspondence, newspaper articles and reports intended for fluent speakers with the aid of Welsh language resources and can scan long texts to find details. Can complete forms and write reports relating to work and respond accurately.

UNDERSTANDING	SPEAKING	READING	WRITING
<ul style="list-style-type: none"> ➤ Can follow most conversations and discussions with individuals or colleagues even if the subject matter is unfamiliar. 	<ul style="list-style-type: none"> ➤ Can contribute effectively to internal and external meetings in a work context. ➤ Can converse comfortably with individuals and exchange information as required. ➤ Can argue for and against a specific case. ➤ Can chair meetings and answer questions from the chair confidently. 	<ul style="list-style-type: none"> ➤ Can read most correspondence and scan long texts to find details. ➤ Can understand most newspaper articles and reports with the aid of a dictionary. ➤ Can understand texts, unless written in a very formal or colloquial form. 	<ul style="list-style-type: none"> ➤ Can produce correspondence of all types, short reports, documents and literature with support of Welsh language translation aids eg. Cysgeir, cysill.

LEVEL 5

Can understand everything that is being said. Can talk extensively about complex issues, presenting difficult information and can facilitate and summarise extended or complex discussions. Can summarise information from different sources (orally and in writing) and present it in a coherent way. Can express themselves spontaneously, fluently and in detail, adapting the language to suit the audience.

UNDERSTANDING	SPEAKING	READING	WRITING
<ul style="list-style-type: none"> ➤ Can follow all conversations and discussions with individuals or colleagues. ➤ Can understand the ambiguity and nuance of language. 	<ul style="list-style-type: none"> ➤ Can express yourself fully in detail, even when discussing complex issues. ➤ Can adapt the style and register of your language to suit the audience. 	<ul style="list-style-type: none"> ➤ Can read and understand almost all written texts without difficulty, referring to a dictionary occasionally. ➤ Can read long texts to find relevant details and can understand most types of written material. 	<ul style="list-style-type: none"> ➤ Can write reports in a clear style appropriate to the reader with the support of electronic language aids. ➤ Can write formal or informal Welsh as required. ➤ Can write a range of documents accurately and with confidence.



HYSBYSEB SWYDD

TEITL Y RÔL: Nos Gweithiwr Gofal a Chymorth

CYFEIRNOD Y SWYDD: SAS255

GRADD: Band D SCP 9 – 13 (£20,344 - £21,166) [pro rata y flwyddyn]

ORIAU: 21 awr

LLEOLIAD: Parc Mardy

ASESIAD Y GYMRAEG: Sgiliau yn y Gymraeg yn ddymunol;

Tîm Canolfan Adnoddau Parc MardyPwy ydym ni?

Parc Mardy yw'r hwb iechyd a gofal cymdeithasol integredig ar gyfer Gogledd Sir Fynwy (Bryn-y-Cwm). Mae'r timau sydd yn y ganolfan yn cynnwys timau nyrsio cymunedol, ffisiotherapi, therapi galwedigaethol, rheoli gofal a thimau gofal uniongyrchol sydd yn cefnogi iechyd a llesiant y bobl yn y ganolfan a'r gymuned leol. Mae amlinelliad o'r gwasanaethau i'w weld isod:

- Gwasanaeth Preswyl - rhoi amgylchedd diogel a chefnogol i'r rhai na sydd yn medru byw yn ddiogel yn eu cartrefi eu hunain.
- Gwasanaeth Seibiant Byr – Amryw o gyfleoedd gan gynnwys seibiant preswyl er mwyn rhoi seibiant i ofalwyr.
- Gwasanaethau Ail-alluogi Cymunedol - Cefnogi pobl yn y tymor byr i'w helpu i adennill annibyniaeth.
- Gwasanaeth Adsefydlu yn y Ganolfan - Darparu cymorth dwys i bobl yn y tymor byr er mwyn eu helpu i adfer eu hannibyniaeth
- Gwasanaethau Gofal Dydd - Rhoi cyfleoedd cymdeithasol a chyffrous i bobl hŷn sy'n byw yn y gymuned. Gall hyn fod drwy fynychu ein canolfan neu eu cynorthwyo i wneud cysylltiadau eraill o fewn y gymuned a fyddai o ddiddordeb iddynt.
- Gwasanaethau rheoli gofal ac asesiadau - yn cefnogi ac yn cyfeirio pobl yn ystod cyfnodau o angen fel bod modd iddynt dderbyn cymorth, gwasanaethau a gwybodaeth.
- Nyrsio Cymunedol a Gwasanaethau Nyrsio St David - Yn darparu amryw o glinigau a gwasanaethau gofal iechyd yn y ganolfan ac yn y gymuned.

Mae'r ganolfan hefyd yn cynnwys caffi gymunedol ac mae aelodau'r cyhoedd yn medru ei ddefnyddio.

Ein Pwrpas:

- Rydym yn hyrwyddo profiad sydd yn seiliedig ar berthynas o dderbyn gofal - gofal sy'n cefnogi bywyd mwy naturiol, yn hyrwyddo dewis, rheoli, annibyniaeth ac sy'n diwallu anghenion cymdeithasol ac emosiynol y bobl a gefnogwn.
- Gwella'r broses o wrando ac asesu - rydym yn deall 'yr hyn sy'n cyfri' ac rydym yn adnabod y person 'yn gyffredin'. Yn y cyd-destun hwn, mae cymorth sy'n canoli ar y person ond yn ymwneud â'r unigolyn ac wedi'i seilio ar anghenion unigol y person am annibyniaeth, cynhwysiant, hunaniaeth, ymlyniad a chysur.
- Ei wneud yn gartref - Rydym yn cydnabod fod "cartref" yn rhywbeth gwahanol i ni gyd a'n cartrefi yn adlewyrchu'r hyn rydym fel unigolyn. Byddwn yn cefnogi'r person i greu cartref a bod adref; beth yw cysur, sicrwydd ac unigrwydd i chi. Bydd yr ardaloedd a gaiff eu rhannu yn adlewyrchu'r bobl sy'n byw yn y cartref a'u dewisiadau.
- Mae gwasanaethau'n cefnogi ysbryd y person. Byddwn yn rhoi pwysigrwydd cyfartal ar les cymdeithasol ac emosiynol y person yn ogystal â'u lles corfforol.
- Mae gwasanaethau'n cefnogi teuluoedd, ffrindiau a phobl bwysig eraill i barhau i gymryd rhan - byddant yn teimlo bod ganddynt ran a'u bod eu llais yn cael ei glywed a'u hannog i ofalu am fuddiannau'r unigolion yn ein gofal.
- Mae'r cartref yn edrych, swnio ac yn teimlo fel lle ar gyfer unigolion i'w mynegi eu hunain, cael hwyl, gwneud swm, cymryd rhan, bod yn brysur, canfod lloches a phreifatrwydd ac yn ei galon beth bynnag sydd ei angen i ymateb i sut mae unrhyw berson yn teimlo ar unrhyw foment benodol.
- Rydym yn cydnabod pwysigrwydd bwyd a diod i lesiant person. Byddwn yn sicrhau ein bod yn cyflawni gofynion maeth a dietegol ychwanegol.
- Cynnal cysylltiadau gyda'u cymunedau lleol - cefnogi pobl i gynnal ymdeimlad o hunaniaeth bersonol a chynhwysiant yn y gymuned leol. Daw cymunedau yn fwy cynhwysol a bydd ymwybyddiaeth o ddementia yn cynyddu. Byddwn yn edrych am gyfleoedd i gymryd rhan yn y gymuned leol drwy fyndi i mewn i'r gymuned a gwahodd grwpiau cymunedol i ymweld yn rheolaidd.
- Mae'r gwasanaethau yn gweithio'n agos gyda phawb sy'n cymryd rhan i gefnogi'r person a'r perthnasoedd uniongyrchol sy'n bodoli sy'n cefnogi dull gweithredu llyfn ac annibynnol.
- Mae rôl ein timau yn datblygu. Rydym yn manteisio ar sgiliau aelodau unigol o'r tîm ac maent yn teimlo eu bod yn cael eu hymrymuso a'u gwerthfawrogi ac mae eu llesiant yn gwella. Mae aelodau unigol o'r tîm yn cael eu hymgysylltu ac yn chwarae rhan lawn yn yr holl ddatblygiadau.
- Mae disgwyl i'r holl bobl sydd yn chwarae rhan yng ngofal a chymorth yr unigolion i hyrwyddo'r canlyniadau gwasanaeth.

Disgwyliad y Rheolwr o'r Swydd:

Yn syml, rwy'n edrych am bobl ac ymroddedig gyda'r hygredd a'r brwdfrydedd y mae'r bobl a gefnogwn yn eu haeddu. Rwyf angen hyn oherwydd bod yr hyn a wnawn yn cyfri.

Yn benodol, dyma'r hyn yr wyf yn disgwyl o'r rôl hon:

Rwyf am i chi:-

- Dod â chi'ch hunan; eich personoliaeth, gwên fawr ac ymdeimlad o hwyl. Mae angen i chi ddeall mai 100% yw'r isafswm o ran ymrwymiad.
- Sicrhau bod gwasanaethau a gweithgareddau'r ganolfan yn ymddangos, yn swnio ac yn teimlo fel pe baent yn ffocysu ar yr unigolyn; yn eu gwahodd, yn fywiog, yn weithgar ac yn eu hysgogi.
- Bod yn weithiwr achos ar gyfer rhai o'r bobl yr ydym yn eu cefnogi gan arwain ar y broses o weithio ag eraill sydd yn eu cefnogi hwy hefyd.
- Bydd angen i chi weithio'n galed er mwyn diogelu unigolion o fewn canllawiau POVA.
- Gweithio gyda phobl mewn ffordd sydd yn dangos ffocws ar ganoli ar y person a chanoli ar berthnasau. Bydd angen i chi dreulio amser yn dod i adnabod y bobl yr ydym yn eu cefnogi ac yn datblygu perthynas sydd yn cefnogi eich rheoli chi fel 'gweithiwr proffesiynol atotedig' yn hytrach na rhywun sydd yn 'ddatgysylltiedig.'
- Cefnogi pobl i wneud cymaint dros eu hunain ag sydd yn bosib, gan ffocysu ar allu pobl i weithio mewn ffyrdd sydd yn hyrwyddo annibyniaeth.
- Sicrhau ein bod yn medru darparu gofal a chymorth i bobl sydd yn sensitif, yn gyfrinachol ac yn cynnal urddas yr unigolion drwy'r amser.
- Helpu pobl gyda phob agwedd o fywyd pob dydd. Mae hyn yn cynnwys y gofal personol sydd yn cael ei ddarparu mewn ffordd sydd yn ffocysu ar deimladau personol ac mewn ffordd sydd yn trawsnewid tasgau i fod yn weithgareddau rhyngweithio cymdeithasol.
- Rhoi meddyginiaeth i bobl yr ydym yn eu cefnogi yn unol â chanllawiau'r Meddyg Teulu, polisi CSF ac anghenion yr unigolion.
- Cynorthwyo i arwain arweinwyr y tîm o ran y gweithdrefnau meddyginiaethau gan gynnwys asesu pobl i weld a ydynt yn medru cymryd y meddyginiaethau eu hunain, cofrestru'r meddyginiaethau sydd yn cael eu tynnu allan a'u defnyddio, cynnal gwiriadau archwilio
- Cefnogi pobl i gadw mewn cysylltiad, ac ail-gysylltu, gyda'u ffrindiau, teulu a'r gymunedol leol. Bydd hyn yn cynnwys darparu cymorth corfforol uniongyrchol a chymorth emosiynol er mwyn cyflawni hyn.
- Gweithio gyda phobl mewn ffordd bositif sydd yn sicrhau bod yr holl elfennau rheoli o ofalu yn cael eu dileu ac nid oes yna ymdeimlad o 'nhw a ni'.
- Deall pwysigrwydd bwyd a diod ym mywydau'r bobl gan ystyried cyfnodau bwyta yn gyfle i eistedd a bwyta gyda'r person sydd yn cael ei gefnogi.
- Gweithio mewn modd sydd yn annog pobl i wneud pethau ar hap.
- Rhoi cefnogaeth uniongyrchol i'r gofawyr 'anffurfiol' hynny sydd hefyd yn cefnogi'r person. Byddwch yn deall pwysigrwydd cefnogi teulu, cyfeillion ac eraill i barhau i gymryd rhan yng ngofal y person.
- Gweithio gydag arweinwyr y tîm ac eraill er mwyn sicrhau ansawdd y gwasanaeth sydd yn cael ei ddarparu.
- Yn gweithredu holl bolisiau a gweithdrefnau'r awdurdod.
- Yn medru defnyddio Technoleg Gwybodaeth. Bydd angen i chi gynnal cofnodion electronig ar gyfer yr unigolion yr ydych yn eu cefnogi.
- Gweithio'n hyblyg gyda phobl. Rydym angen rhywun sydd ar gael i weithio patrymau shifft, dros y penwythnosau a'r gwyliau banc. Yn barod a'n hyblyg i newid er mwyn ymateb i anghenion y gwasanaeth.
- Yn gyfathrebu'r da. Bydd angen i chi weithio yn agos gyda phobl gan ddehongli a deall yr ystod o ffydd y mae pobl yn cyfathrebu. Bydd angen i chi ddeall ac adrodd unrhyw bryderon am iechyd a lles y bobl yr ydym yn eu cefnogi.

- Yn medru gofyn am (a darparu) cymorth gan eich cydweithwyr er mwyn helpu chi i oresgyn y rhwystrau sydd yn gysylltiedig â'r math yma o waith. Bydd angen i chi fod yn berson sydd yn medru ffocysu ar eich cydweithwyr.
- Yn unigolyn sydd yr un mor gyfforddus yn gweithio fel rhan o dîm ag ydyw yn gweithio ar ei liwt ei hun.
- Bod yn rhywun sydd yn gwerthuso ei bractis a'i ddatblygiad personol ei hun er mwyn canfod sut y mae modd gwneud pethau yn wahanol neu'n well.
- Yn deall y pwysigrwydd o fynychu cyfarfodydd goruchwyllo ac 1:1 gyda'ch rheolwr, gan sicrhau eich bod yn defnyddio'r holl gyfleoedd i rannu, dysgu a thyfu yn eich rôl. Byddwch angen deall y pwysigrwydd o gymryd cyfrifoldeb am hunan - ddysgu a datblygu eich hun ynghyd ag ymrwymo at yr holl gyfleoedd addysgu sydd ar gael i chi.
- Yn medru adeiladu perthynas waith effeithiol gydag ystod eang o bobl.
- Byddwch yn rhywun sydd yn medru cynnig syniadau, yn agored i newid a ffyrdd newydd o weithio. Fodd bynnag, byddwch yn dilyn protocolau penodol a chytunedig o ran iechyd a diogelwch, cludo a symud pethau a meddyginiaethau.
- Yn gweithio ar draws meysydd gwahanol o wasanaeth gan ddarparu gwasanaeth di-dor a chyson er mwyn cefnogi'r unigolyn.

Os oes gennych unrhyw gwestiynau pellach am y rôl hon, cysylltwch os gwelwch yn dda gyda: Sian Gardner Ffôn 07815005013

Dyddiad Cau: Hanner Dydd ar 03/05/19

Gofynnir i chi nodi na allwn dderbyn CV

Gellir llenwi ffurflenni cais ar-lein neu eu lawrlwytho drwy:

<http://www.monmouthshire.gov.uk/home/education/jobs-and-employment/how-to-apply-for-council-jobs/>

Gellir cyflwyno ceisiadau yn y Gymraeg ac ni chaiff cais a gyflwynir yn y Gymraeg ei drin yn llai ffafriol na chais a gyflwynir yn Saesneg.

Ar ôl eu llenwi, dylid dychwelyd ffurflenni cais ar-lein neu eu lawrlwytho drwy:

Gwasanaethau Pobl, Cyngor Sir Fynwy, Blwch SP 106, CIL-Y-COED, NP26 9AN

Caiff penodiad i'r swydd hon ei eithrio o Ddeddf Adsefydlu Troseddwr ac mae'n amodol ar Wiriad Datgeliad Estynedig.

Mae Cyngor Sir Fynwy yn gyflogwr cyfle cyfartal ac yn croesawu ceisiadau gan bob adran o'r gymuned.

Mae'r holl swyddi'n agored i'w rhannu os na nodir fel arall.

Mae Cyngor Sir Fynwy yn gweithredu Polisi Dim Ysmygu yn y Gweithle.



FFRAMWAITH SGILIAU YN Y GYMRAEG

LEFEL 1

Gall ddeall ymadroddion sylfaenol bob dydd os yw'r siaradwr yn siarad yn araf ac yn glir ac yn fodlon helpu. Gall gyflwyno ei hunan ac eraill a gall ofyn ac ateb cwestiynau am wybodaeth sylfaenol e.e. unigolyn yn gofyn am weld rhywun, ble mae cyfarfod xxx, toiled ac yn y blaen. Gall drosglwyddo galwadau ffôn, cyfleu neges fer neu wneud cais syml e.e. drwy e-bost.

DEALL	SIARAD	DARLLEN	YSGRIFENNU
<ul style="list-style-type: none"> ➤ Gall ddeall cwestiynau syml: lle mae cyfarfod xxx, pwy yw'r person y dymunant ei weld. Gall ddeall i bwy i drosglwyddo galwad ffôn ac yn y blaen. 	<ul style="list-style-type: none"> ➤ Gall ynganu enwau lleoedd ac enwau personol yn gywir. ➤ Gall gyfarch unigolion wyneb yn wyneb neu dros y ffôn. ➤ Gall agor a chau sgwrs neu agor a chau cyfarfod. 	<ul style="list-style-type: none"> ➤ Gall ddarllen brawddeg fer, e.e. arwyddion syml, cyfarwyddiadau syml, eitemau agenda, gwybodaeth syml ar ffurflenni. 	<ul style="list-style-type: none"> ➤ Gall agor a chau neges e-bost neu llythyr ➤ Gall ysgrifennu enwau personol, enwau lleoedd, teitlau swyddi. ➤ Gall ysgrifennu neges syml i gydweithwyr ar bapur neu e-bost e.e. mae hwn a hwn wedi galw.

LEFEL 2

Gall ddeall brawddegau pan mae pobl yn siarad am sefyllfaoedd bob dydd, e.e. gwybodaeth bersonol a theuluol syml. Gall gynnal sgwrs sylfaenol gyda rhywun i gael neu gyfnewid gwybodaeth syml, e.e. trafod sut mae person yn teimlo; rhywbeth a ddigwyddodd; cynllun syml ar gyfer y dyfodol. Gall ysgrifennu a deall negeseuon mewn llythyrau neu negeseuon e-bost yn disgrifio mater, cyfarwydd ac ysgrifennu mewn brawddegau byr.

DEALL	SIARAD	DARLLEN	YSGRIFENNU
<ul style="list-style-type: none"> ➤ Gall ddeall pan mae pobl yn siarad yn araf am sefyllfaoedd bob dydd e.e. rhoi gwybodaeth bersonol, siarad am beth fuont yn ei wneud, yr hyn yr hoffent ei wneud, sut y teimlant yn gyffredinol ➤ Gall ddeall pan mae pobl yn gofyn iddynt wneud rhywbeth 	<ul style="list-style-type: none"> ➤ Gall gyfathrebu gwybodaeth syml neu ofyn cwestiynau cyffredin, e.e. cael gwybodaeth gan unigolion. ➤ Gall ddefnyddio'r Gymraeg i gyrraedd a dangos empathi gydag unigolyn ond dim i gynnal yr holl sgwrs neu sesiwn yn y Gymraeg. ➤ Gall gynnal sgwrs fer gydag unigolyn neu gyfnewid gwybodaeth cymharol syml. ➤ Gall gyfrannu at gyfarfod ond bydd angen troi i'r Saesneg ar gyfer termau arbenigol. 	<ul style="list-style-type: none"> ➤ Gall ddarllen negeseuon byr a rhai llythyrau neu negeseuon e-bost, e.e. rhai sy'n gwneud cais neu'n gofyn am gyfleu neges 	<ul style="list-style-type: none"> ➤ Gall ysgrifennu neges fer at gydweithwyr gofyn cwestiwn, yn diolch iddo/iddi, esbonio rhywbeth e.e. amser a lle cyfarfod ➤ Gall ysgrifennu llythyr neu neges e-bost i drefnu apwyntiad

LEFEL 3

Gall ddeall y prif bwyntiau pan mae unigolyn neu gydweithiwr yn siarad am bynciau cyfarwydd e.e. yn ystod sgwrs neu gyfarfod grŵp bach. Gall gynnal sgwrs estynedig gyda siaradwyr rhywun am bynciau cyfarwydd yn ymwneud â gwaith bob dydd. Gall ddisgrifio profiadau a digwyddiadau a rhoi esboniadau am a rhesymau cryno am farnau a chynlluniau. Gall ddarllen erthyrllythyrau neu negeseuon e-bost am bynciau cyffredinol. Gall ysgrifennu llythyrau neu negeseuon e-bost am y rhan fwyaf o bynciau, e.e. yn gofyn am rywbeth; rhoi gwybodaeth; gwahodd rhywun neu drefnu digwyddiad.

DEALL	SIARAD	DARLLEN	YSGRIFENNU
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<ul style="list-style-type: none"> ➤ Gall ddeall unigolion a chydweithwyr wrth gyfnewid gwybodaeth neu drafod cynlluniau, os yw'r pwnc yn gyfarwydd. ➤ Gall ddeall trafodaeth mewn cyfarfod os yw'r pwnc yn gyfarwydd. ➤ Gall ddeall unigolion a chydweithwyr mewn sefyllfa gyfarwydd neu mewn sgwrs bob dydd. 	<ul style="list-style-type: none"> ➤ Gall gymryd rhan yn y rhan fwyaf o sgysiau gyda chydweithwyr am waith a chynlluniau os nad yw'r eirfa yn rhy dechnegol. ➤ Gall gynnal sgwrs gydag unigolyn neu gyfnewid gwybodaeth cymharol syml. ➤ Gall gyfrannu at gyfarfod ond gall fod angen troi i'r Saesneg am dermau arbenigol. ➤ Gall addasu cywair iaith i weddu i'r gynulleidfa. 	<ul style="list-style-type: none"> ➤ Gall ddeall y rhan fwyaf o negeseuon e-bost neu lythyrau'n ymwneud â gwaith dydd i ddydd. ➤ Gall ddyfalu ystyr gair yn seiliedig ar gyd-destun os yw'r pwnc yn gyfarwydd. ➤ Gall ddarllen erthygl syml a rhwydd mewn papurau newydd neu fathau o ddeunydd ysgrifenedig mewn cylchgrawn. 	<ul style="list-style-type: none"> ➤ Gall ysgrifennu llythyr neu neges e-bost unigolyn neu gydweithiwr am y rhan fwyaf o bynciau er mwyn gofyn am rywbeth; esboniad; disgrifio profiad neu sefydlu gwahodd pobl neu drefnu digwyddiad.
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LEFEL 4

Gall fel arfer ddilyn y rhan fwyaf o sgysiau neu drafodaethau, hyd yn oed ar bynciau anghyfarwydd. Gall siarad yn hyderus gyda siaradwyr rhugl am bynciau cyfarwydd yn ymwneud â gwaith mynegi barn, cymryd rhan mewn trafodaeth a siarad yn helaeth am bynciau cyffredinol e.e. mewn cyfarfodydd neu sefyllfaoedd un-i-un gydag unigolion. Gall ddeall y rhan fwyaf o ohebiaeth erthyglau papur newydd ac adroddiadau a fwriedir ar gyfer siaradwyr rhugl gyda chymorth adnoddau Cymraeg a gall fwrw golwg dros destunau hir i ganfod manylion. Gall lenwi ffurflenni ysgrifennu adroddiadau'n ymwneud â gwaith ac ymateb yn gywir.

DEALL	SIARAD	DARLLEN	YSGRIFENNU
<ul style="list-style-type: none"> ➤ Gall ddilyn y rhan fwyaf o sgysiau a thrafodaethau gydag unigolion neu gydweithwyr hyd yn oed os yw'r deunydd pwnc yn anghyfarwydd. 	<ul style="list-style-type: none"> ➤ Gall gyfrannu'n effeithlon at gyfarfodydd mewnol ac allanol mewn cyd-destun gwaith. ➤ Gall sgwrsio'n gysurus gydag unigolion a chyfnewid gwybodaeth fel sydd angen. ➤ Gall ddadlau dros ac yn erbyn achos penodol. ➤ Gall gadeirio cyfarfodydd ac ateb cwestiynau o'r gadair yn hyderus. 	<ul style="list-style-type: none"> ➤ Gall ddarllen y rhan fwyaf ohebiaeth a bwrw golwg ar destunau hir i ganfod manylion. ➤ Gall ddeall y rhan fwyaf o erthyglau ac adroddiadau papur newydd gyda chymorth geiriadur. ➤ Gall ddeall testunau, os na ysgrifennwyd mewn dull ffurfiol iawn neu dafodieithol. 	<ul style="list-style-type: none"> ➤ Gall gynhyrchu gohebiaeth o bob math adroddiadau byr, dogfennau a llenyddiad gyda chymorth offer cyfieithu Cymraeg Cysgair, Cysill.

LEFEL 5

Gall ddeall popeth a gaiff ei ddweud. Gall siarad yn helaeth am faterion cymhleth, gan gyflwyno gwybodaeth anodd a gall hwyluso a chrynhoi trafodaethau estynedig neu gymhleth. Gall grybodaeth o wahanol ffynonellau (yn llafar ac yn ysgrifenedig) a'i chyflwyno mewn modd cydlynus. Gall fynegi ei hunan yn fyrfyr, rhugl ac yn fanwl, gan addasu'r iaith i weddu i'r gynulleidfa.

DEALL	SIARAD	DARLLEN	YSGRIFENNU
<ul style="list-style-type: none"> ➤ Gall ddilyn pob sgwrs a thrafodaeth gydag unigolion neu gydweithwyr. ➤ Gall ddeall amwysedd a naws iaith. 	<ul style="list-style-type: none"> ➤ Gall fynegi ei hunan yn fanwl, hyd yn oed wrth drafod materion cymhleth ➤ Gall addasu arddull a chywair yr iaith i weddu i'r gynulleidfa. 	<ul style="list-style-type: none"> ➤ Gall ddarllen a deall bron bob testun ysgrifenedig heb anhawster, gan ddefnyddio geiriadur yn achlysurol. ➤ Gall ddarllen testunau hir i ganfod manylion perthnasol a gall ddeall y rhan fwyaf o fathau o ddeunydd ysgrifenedig. 	<ul style="list-style-type: none"> ➤ Gall ysgrifennu adroddiadau mewn arddull glir addas i'r darlennydd gyda chefnog offer cymorth iaith electronig. ➤ Gall ysgrifennu Cymraeg ffurfiol anffurfiol yn ôl yr angen. ➤ Gall ysgrifennu ystod o ddogfennau gywir ac yn hyderus.

