

## Come and join the team!

### ADVERT

**ROLE TITLE:** Night Care Assistant

**ADVERT TEXT:**

- Are you a positive, caring person who would like to help people maintain their independence in a safe environment.
- Do you think forming a relationships with the people you support is important?
- Do you want to join our fantastic home care teams?

**Our purpose** is to support individuals to regain, improve and maintain skills of daily living, promoting independence providing the best service to the people we support, we are guided by our vision of a society in which all people can live with dignity, lead fulfilled lives and realise their potential.

**We care to make a difference..... come and join us**

**POST ID:** SAS116  
**LOCATION:** Severn View, Chepstow  
**GRADE:** Band D [£20.903 – 22,627 pro rata]  
Time and third between 10pm – 6am  
Time and quarter for Saturday  
Time and half for Sundays  
**HOURS:** 21hrs Per Week.  
**TEMPORARY:** Yes  
**DBS CHECK:** Yes (Disclosure & Barring Service Check)  
**CLOSING DATE:** 12 noon on 6th August 2021

**Additional Information**

**Please note that we are not able to accept CVs**

To apply for this post please complete the online application form which can be found on the following page:

<https://www.monmouthshire.gov.uk/jobs-employment/>

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.

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

Monmouthshire County Council is:-

- an equal opportunities employer and welcomes applications from all sections of the community.
- a disability confident committed employer.
- an Armed Forces friendly employer.
- Autism aware and committed to removing barriers to employment
- committed to supporting young people who leave our care to access new opportunities and gain experience.

## ROLE PROFILE

**ROLE TITLE:** Night Care Assistant Temporary 6 month contract

**POST ID:** SAS116

**GRADE:** Band D [£20,903 – 22,627 pro rata]  
Time and third between 10pm – 6am  
Time and quarter for Saturday  
Time and half for Sundays

**HOURS:** 21hrs Per Week

**WORK PATTERN:** This role includes working weekends and bank holidays, working sifts on a rota bases, days & afternoons.

**LOCATION:** Severn View, Chepstow which may change in the future if the service location needs to relocate. Relocation or disturbance expenses will not be paid if this happens.

### **DISCLOSURE AND BARRING SERVICE (DBS) CHECK:**

Appointment to this post is exempt from Rehabilitation of Offenders Act and is subject to the following DBS check (Please specify level of check;,  
(a) Enhanced with Adults Barred List Check

**RESPONSIBLE TO:** Sian Gardner Home Care Manager

### **WELSH LANGUAGE ASSESSMENT:**

(b) Welsh language skills are desirable;

**Severn View Resource Centre.....Who are we?**

- We are part of the council and provide services to people of Monmouthshire who are no longer able to manage successfully at home
- We provide the following services:
- Residential Dementia Care – providing a safe and supportive environment for those living with a dementia.
- Respite services – short term respite stays to enable carers to have a break.
- Reablement Services – supporting people in the short term to help people regain independence and ensure that services if required in the long term are tailored to individual need
- Day Care Services – Providing opportunities of social stimulation and occupation for older people living in the community. This may be through attending our in-house Day Services provisions or being assisted to make other connections within the community that would be of interest to them.

### **SAFEGUARDING:**

Child and Adult Safeguarding are key priorities for the Council. We aim to support children and adults at risk to be as safe as they can and to fulfil their potential. All Council employees and volunteers are responsible for playing their part in the well-being, safety and protection of children and adults at risk. All employees and volunteers will be trained to the appropriate level of safeguarding and have a duty to fulfil their personal responsibilities for safeguarding.

### **Our Purpose:-**

- We promote a relationship based experience of receiving care - care that supports 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. 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. They will be involved in deciding themes, decoration and the layout of these spaces.
- 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 individuals in our care. They will develop relationships with staff and individual Keyworkers and work together to ensure person centred care is received for their loved ones
- The home 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. Mealtimes will be a relaxed and leisurely occasion. Food and drink will be available and visual to individuals at all time, so that food and drink can be enjoyed at a time that suits the individual. We will ensure we meet individual nutritional and dietary requirements.
- 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 community and inviting community groups to visit regularly.
- Hierarchy - 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 staff develops - We utilise the skills of staff more fully. Staff feel empowered, valued and their well-being improves. Staff are fully engaged and involved in developments within the home. Staff are suitably matched as far as possible to the individuals they work with.

### **The Purpose of this Role:-**

The purpose of this role is to ensure we provide continuity of care and high standard of service

### **Expectation and Outcomes of this Role:-**

#### **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 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 act as the keyworker for some of the people we support taking a lead on liaison with other people involved in their support
- 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 ensure centre based services and activities look, sound and feel focussed on the individual; inviting, lively, active and stimulating.
- To actively work to safeguard individuals within POVA guidelines.

- 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 work with people based only on a detailed understanding of their needs and wishes as described by the person themselves. To spend time to listen and engage with each person in a way that responds to who they are.
- To support the person to feel and be at home; to understand that home is different to all of us (clutter, tidiness etc...) and needs to reflect who we are as an individual. In addition your role will include supporting activity and occupation within the home / centre.
- To administer medication to individuals we support in line with GP guidance, MCC policy and individual's needs.
- 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. If someone's diet has been poor during the day time you may be asked to encourage the person to eat/drink at night. This will include preparing light snacks and drinks
- 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 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.
- You will need to be good at communicating. You will need to work closely with people interpreting and understanding the full range of ways in which people communicate. You will need to tell me, through observations and discussion, any concerns as to the health and welfare of the people we support.
- To be able to build effective working relationships with a wide range of people.
- To carry out light domestic duties and maintenance checks e.g. first aid box audits, filing, cleaning and laundry
- To carry out safety and security checks each shift ensuring the security of the building
- To be able to take appropriate action in an emergency situation prior to the team lead being available; this includes calling fire brigade and applying basic first aid.
- To remain calm in an emergency situation and assess adequately the need to call upon the duty officer who is on sleep in duties
- 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; this may at times involve coming in during the daytime, 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 support the health and safety of the people you work with and that of yourself.
- 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 complete paperwork that is clear, accurate and on time

**Your responsibilities are to:-**

**Here's what we can provide you with:-**

- A huge sense of satisfaction and pride.
- A great rate of pay with weekend and bank holiday enhancements.
- Pension
- A committed and dedicated management team.
- Great training

**What else you need to know.....Monmouthshire Values are:**

Openness: We aspire to be open and honest to develop trusting relationships.

Fairness: We aspire to provide fair choice, opportunities and experiences and become an organisation built on mutual respect.

Flexibility: We aspire to be flexible in our thinking and action to become an effective and efficient organisation.

Teamwork: We aspire to work together to share our successes and failures by building on our strengths and supporting one another to achieve our goals.

And this role, will work with Monmouthshire to achieve these.

**In addition:**

All employees are responsible for ensuring that they act at all times in a way that is consistent with Monmouthshire's Equal Opportunities Policy in their own area of responsibility and in their general conduct.

The authority operates a Smoke Free Workplace Policy which all employees are required to abide to.

**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....	
<b>Relationships</b>	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.
<b>Enabling</b>	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
<b>Approach</b>	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.
<b>Availability &amp; Flexibility</b>	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.
<b>Self</b>	You will be someone who is comfortable being yourself at work and you are self-aware and open.
<b>Feeling</b>	You will be emotionally warm, offering closeness and empathy to each individual
<b>Together</b>	You are someone able to be a friend to the people we support; with no them and us.
<b>Inspiring</b>	You will be passionate and positive; able to make a connection with people that makes a difference.
<b>Nurturing</b>	You will be someone who can provide comfort, security and a sense of belonging
<b>Accepting</b>	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.
<b>Spontaneous</b>	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.
<b>Team</b>	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
<b>Supporting</b>	You will be comfortable to express your own emotions and support others with theirs.
<b>Growing</b>	You will need to be open to learning, challenge and self-reflection.
<b>Qualifications</b>	A qualification is not needed to apply for this role but you must be willing to undertake the QCF Level 2 in Care.

**Should you require any further information regarding this post, please contact:  
Sian Gardner Lead Manager for Residential and Day Services on 07815 005013**

## 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"> <li>➤ 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,</li> </ul>	<ul style="list-style-type: none"> <li>➤ Can pronounce place names and personal names correctly.</li> <li>➤ Can greet individuals face to face or over the phone</li> <li>➤ Can open and close a conversation or open and close a meeting.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Can read short sentence, e.g. basic signs, simple instructions, agenda items, simple information on forms</li> </ul>	<ul style="list-style-type: none"> <li>➤ Can open and close an e-mail or letter</li> <li>➤ Can write personal names, place names, job titles</li> <li>➤ Can write a simple message to a colleague on paper or e-mail, e.g. such and such has called.</li> </ul>
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"> <li>➤ 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</li> <li>➤ Can understand when people ask you do something</li> </ul>	<ul style="list-style-type: none"> <li>➤ Can communicate simple information or ask common questions, e.g. to acquire information from an individual</li> <li>➤ Can use Welsh to get to and emphasise with the individual but not able to conduct the entire conversation or session in Welsh</li> <li>➤ Can hold a short conversation with an individual or exchange relatively straightforward information</li> <li>➤ Can contribute to a meeting, but need to revert to English for specialist terms.</li> </ul>	<ul style="list-style-type: none"> <li>➤ 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</li> </ul>	<ul style="list-style-type: none"> <li>➤ Can write a short message to a colleague asking a question, thanking her/him, explaining something, e.g. time and place of a meeting</li> <li>➤ Can write a short letter or e-mail to arrange an appointment</li> </ul>
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"> <li>➤ Can understand individuals and colleagues when exchanging information or discussing plans, if the subject is familiar.</li> <li>➤ Can understand a discussion at a meeting if the subject is familiar.</li> <li>➤ Can understand individuals and colleagues in a familiar situation or in everyday conversation.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Can take part in most conversations with colleagues about work and plans if the vocabulary is not too technical.</li> <li>➤ Can hold a conversation with an individual or exchanging relatively straightforward information.</li> <li>➤ Can contribute to a meeting but need to revert to English for specialist terms.</li> <li>➤ Can adapt the style of language to suit the audience.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Can understand most e-mail messages or letters concerning day to day work.</li> <li>➤ Can guess the meaning of a word based on context if the subject is familiar.</li> <li>➤ Can read a simple, straightforward article in a newspaper or magazine types of written material.</li> </ul>	<ul style="list-style-type: none"> <li>➤ 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.</li> <li>➤ Can write relatively accurately when drafting a short information leaflet or poster in Welsh as required.</li> </ul>

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

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



## Dewch i ymuno gyda'r tîm!

### HYSBYSEB

**TEITL Y RÔL:** Cynorthwydd Gofal Nos

**COPI AR GYFER HYSBYSEB:**

- A ydych yn berson positif, gofalgwr sydd yn dymuno helpu pobl i gynnal eu hannibyniaeth mewn amgylchedd diogel?
- A ydych yn credu ei fod yn bwysig i ffurfio perthynas gyda'r bobl yr ydych yn eu cefnogi?
- A ydych am ymuno gyda'n tîm gofal yn y cartref ffantastig?

Ein **pwrpas** yw cefnogi unigolion i adennill, gwella a chynnal y sgiliau o fyw bob dydd, hyrwyddo annibyniaeth gan ddarparu'r gwasanaeth gorau i'r bobl yr ydym yn eu cefnogi, ac rydym yn cael ein llywio gan ein gweledigaeth o gymdeithas lle y mae pawb yn medru byw ag urddas, yn arwain bywydau llawn ac yn gwireddu eu potensial.

Rydym am wneud gwahaniaeth.... dewch i ymuno gyda ni.

**RHIF ADNABOD Y SWYDD:** SAS116

**LLEOLIAD:** Severn View, Cas-gwent

**GRADD:** Band D [£20.903 – 22,627 pro rata]  
Amser a thraean rhwng 10pm a 6am  
Amser a chwarter am weithio ar ddydd Sadwrn  
Amser a hanner am weithio ar ddydd Sul

**ORIAU:** 21 awr yr wythnos

**DROS DRO:** Ydy

**GWIRIAD GAN Y GWASANAETH**

**DATGELU A GWAHARDD:** Mae angen gwiriad gan y Gwasanaeth Datgelu a Gwahardd

**DYDDIAD CAU:** 12pm ar 6ed Awst 2021

**Gwybodaeth Ychwanegol**

**Gofynnir i chi nodi na allwn dderbyn CV**

Er mwyn gwneud cais am y rôl hon, cwblhewch y ffurflen gais ar-lein sydd ar gael ar y dudalen ganlynol:

<https://www.monmouthshire.gov.uk/jobs-employment/>

Mae modd cyflwyno ceisiadau yn y Gymraeg, ac ni fydd cais a gyflwynir yn y Gymraeg yn cael ei drin yn llai ffafriol na chais a gyflwynir yn Saesneg,

Mae modd rhannu'r holl swyddi os na nodir fel arall.

Mae Cyngor Sir Fynwy yn:-

- cyflogwr cyfle cyfartal ac yn croesawu ceisiadau gan bob rhan o'r gymuned .
- cyflogwr sydd wedi ymrwymo i fod yn hyderus o ran anabledd
- cyflogwr sydd yn gyfeillgar i'r Lluoedd Arfog
- ymwybodol o Awtistiaeth ac wedi ymrwymo i ddileu unrhyw rwystrau at gyflogaeth
- ymrwymo i gefnogi pobl ifanc sydd yn gadael ein gofal i gael cyfleoedd newydd a phrofiad.

## PROFFIL Y RÔL

**TEITL Y RÔL:** Cynorthwydd Gofal Nos: Cytundeb dros dro am 6 mis

**RHIF ADNABOD Y SWYDD:** SAS116

**GRADD:** Band D [£20.903 – 22,627 pro rata]  
Amser a thraean rhwng 10pm a 6am  
Amser a chwarter am weithio ar ddydd Sadwrn  
Amser a hanner am weithio ar ddydd

**ORIAU:** 21 awr yr wythnos

**PATRWM GWAITH:** Fel rhan o'r rôl, bydd angen gweithio ar y penwythnosau ac ar ŵyl y banc, gan weithio shifftiau fel rhan o rota, drwy'r dydd a'r prynhawn.

**LLEOLIAD:** Severn View, Cas-gwent, ond nodwch y gall hyn newid yn y dyfodol os oes angen newid lleoliad y gwasanaeth. Ni fydd treuliau adleoli yn cael eu talu os yw hyn yn digwydd.

### **GWIRIAD GAN Y GWASANAETH DATGELU A GWAHARDD:**

Bydd apwyntiad i'r rôl hon wedi ei eithrio o'r Ddeddf Adsefydlu Troseddwyr ac yn amodol ar y gwiriad canlynol gan y Gwasanaeth Datgelu a Gwahardd:

(c) Gwiriad Manwl o'r Rhestr Gwahardd Gweithio gydag Oedolion

**YN ATEBOL I: Sian Gardner, Rheolwr Gofal yn y Cartref**

### **ASESIAD O'R GYMRAEG**

(b) Sgiliau yn y Gymraeg yn ddymunol

### **DIOGELU:**

Mae Diogelu ac Amddiffyn Plant ac Oedolion yn flaenoriaethau allweddol i'r Cyngor. Ein nod yw cefnogi plant ac oedolion sydd mewn perygl i fod mor ddiogel ag y gallant ac i gyflawni eu potensial. Mae holl weithwyr a gwirfoddolwyr y Cyngor yn gyfrifol am chwarae rhan yng ngwaith lles, diogelu ac amddiffyn plant ac oedolion sydd mewn perygl. Bydd yr holl weithwyr a gwirfoddolwyr yn cael eu hyfforddi i'r lefel briodol o ddiogelu ac mae ganddynt ddyletswydd i gyflawni eu cyfrifoldebau personol dros ddiogelu.

## Canolfan Adnoddau Severn View - pwy ydym ni?

- Rydym yn rhan o'r cyngor a'n darparu gwasanaethau i bobl Sir Fynwy nad ydynt mwyach yn medru ymdopi mwyach yn eu cartrefi eu hunain.
- Rydym yn darparu'r gwasanaethau dilynol:
- Gofal Preswyl Dementia - rhoi amgylchedd diogel a chefnogol i'r rhai sy'n byw gyda dementia.
- Gwasanaeth seibiant - seibiant preswyl tymor byr i alluogi gofalwyr i gael seibiant.
- Gwasanaethau Ail-alluogi - cefnogi pobl yn y tymor byr i helpu pobl i adennill eu hannibyniaeth a sicrhau y caiff gwasanaethau eu teilwra i angen unigol os oes eu hangen yn yr hirdymor.
- Gwasanaethau Gofal Dydd - Rhoi cyfleoedd symbyliad cymdeithasol a rhoi rhywbeth i'w wneud i bobl hŷn sy'n byw yn y gymuned. Gall hyn fod drwy fynychu ein darpariaeth Gwasanaethau Dydd mewnol neu eu cynorthwyo i wneud cysylltiadau eraill o fewn y gymuned a fyddai o ddiddordeb iddynt.

### Ein Diben:

- Rydym yn hyrwyddo profiad 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 gwranddo ac asesu - rydym yn deall 'yr hyn sy'n cyfri' ac rydym yn adnabod y person 'yn gyffredin'. Yn y cyd-destun hwn dim ond am yr unigolyn mae cymorth sy'n canoli ar y person 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 wahanol 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. Byddant yn ymwneud â phenderfynu themâu, addurno a chynllun y gofodau hyn.
- 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 hybu unigolion yn ein gofal. Byddant yn datblygu perthynas gyda staff a gweithwyr allweddol unigol ac yn cydweithio i sicrhau y caiff gofal sy'n canolbwyntio ar y person ar gyfer eu hanwyliaid.
- 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. Bydd amser prydau bwyd yn adeg hamddenol lle gall pobl ymlacio. Bydd bwyd a diod ar gael ac yn weledol i unigolion bob amser, fel y gall bwyd a diod gael ei fwynhau ar yr adeg sy'n gweddu i'r unigolyn. 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 fynediad i'r cyfan a gwahodd grwpiau cymunedol i ymweld yn rheolaidd.
- Hierarchaeth - 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 staff yn datblygu - defnyddiwn sgiliau staff yn llawnach. Mae staff yn teimlo fod ganddynt rym, eu bod yn cael eu gwerthfawrogi a bod eu llesiant yn gwella. Mae staff yn cymryd rhan lawn ac

yn cymryd rhan mewn datblygiadau o fewn y cartref. Caiff staff eu paru'n addas cyn belled ag sy'n bosibl i'r unigolion y maent yn gweithio gyda hwy.

### **Disgwyliad y Rheolwr o'r Swydd:**

Pwrpas y rôl hon yw sicrhau ein bod yn darparu cysondeb o ran gofal a safon uchel o wasanaeth.

### **Dyma'r hyn rwy'n edrych amdano o'r swydd yma:**

#### **Mae angen 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 ymrwymiad.
- Gweithio gyda phobl mewn ffordd sy'n dangos ffocws yn barhaus o fod yn canolbwyntio ar y person ac ar berthynas. Bydd angen i chi dreulio amser yn dod i adnabod y bobl a gefnogwn a datblygu perthynas sy'n cefnogi eich rôl fel 'gweithiwr proffesiynol ymlynedig' yn hytrach na rhywun sydd ar wahân.
- Gweithio fel gweithiwr allweddol ar gyfer rhai o'r bobl a gefnogwn sy'n arwain at gydlynu gyda phobl eraill sy'n ymwneud â'u cefnogaeth.
- Cefnogi pobl i wneud cymaint ag y gallant drostynt eu hunain mewn ffordd sy'n hyrwyddo gallu a dim yn hybu dibyniaeth.
- Yn darparu gofal a chymorth i bobl sydd yn sensitif, yn gyfrinachol ac yn cynnal urddas y person.
- Yn sicrhau bod gwasanaethau'r ganolfan a'r gweithgareddau yn edrych, swnio ac yn teimlo eu bod yn ffocysu ar unigolion; yn eu gwahodd, yn fywiog, yn weithgar ac yn eu hysgogi.
- Yn gweithio i ddiogelu unigolion o fewn canllawiau POVA.
- Helpu pobl gyda phob agwedd o fyw bob dydd. Mae hyn yn cynnwys gofal personol a gaiff ei ddarparu mewn ffordd sy'n canolbwyntio ar deimladau person ac mewn ffordd sy'n troi tasgau yn rhyngweithio cymdeithasol cadarnhaol.
- Gweithio gyda phobl yn seiliedig yn unig ar ddealltwriaeth fanwl o'u hanghenion a dymuniadau fel y'u disgrifir gan y person ei hunan. Treulio amser yn gwrandao ac yn ymgysylltu gyda phob person mewn ffordd sy'n ymateb i bwy ydynt.
- Cefnogi'r person i fod a theimlo'n gartrefol; deall bod cartref yn wahanol i ni gyd (annibendod ac yn y blaen) ac y dylai adlewyrchu pwy ydym ni fel unigolion. Yn ychwanegol bydd eich rôl yn cynnwys gweithgaredd cefnogi a rhywbeth i'w wneud o fewn y cartref/canolfan.
- Gweini meddyginiaeth i unigolion a gefnogwn yn unol â chanllawiau meddygon teulu, polisi Cyngor Sir Fynwy ac anghenion unigol.
- Cefnogi pobl i gadw mewn cysylltiad gyda, ac ailgysylltu, gyda'u ffrindiau, teulu a'r gymuned leol. Bydd hyn yn cynnwys rhoi cefnogaeth gorfforol uniongyrchol a'r gefnogaeth emosiynol i wneud hyn.
- Gweithio gyda phobl mewn ffordd gadarnhaol sy'n sicrhau y caiff pob elfen rheoli o ofal eu dileu ac nad oes unrhyw 'ni a nhw'.
- Deall pwysigrwydd bwyd a diod ym mywydau pobl. Os bu diet rhywun yn wael yn ystod y dydd, efallai y gofynnir i chi annog y person i fwyta/yfed yn y nos. Bydd hyn yn cynnwys paratoi snaciau ysgafn a diodydd.
- Gweithio mewn ffordd sy'n cefnogi gwneud pethau digymell ar gyfer y person.
- Rhoi cefnogaeth uniongyrchol i'r gofalywyr '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.
- Gweithredu polisiau a gweithdrefnau'r awdurdod.
- Gallu defnyddio technoleg gwybodaeth. Bydd angen i chi gadw ffeiliau electronig ar gyfer yr unigolion a gefnogwch.
- Gweithio'n hyblyg gyda phobl. Rydym angen rhywun sydd ar gael i weithio patrymau shifft, penwythnosau a gwyliau banc. Bod yn hyblyg i newid fel a phan fo angen i weddu anghenion y gwasanaeth.
- Bydd angen i chi fod yn dda am gyfathrebu. Bydd angen i chi weithio'n agos gyda phobl, gan ddehongli a deall yr ystod lawn o ffyrdd y mae pobl yn cyfathrebu. Bydd angen i chi ddweud wrthyf, drwy arsylwi a thrafod, unrhyw bryderon am iechyd a lles y bobl a gefnogwn.
- Medru adeiladu perthynas waith effeithlon gydag ystod eang o bobl.
- Gwneud dyletswyddau domestig ysgafn a gwiriadau cynnal a chadw e.e. archwilio blwch cymorth cyntaf, ffeilio, glanhau a golchi dillad.

- Cynnal gwiriadau diogelwch ym mhob shifft gan sicrhau diogelwch yr adeilad.
- Medru cymryd camau priodol mewn argyfwng cyn i arweinydd y tîm fod ar gael; mae hyn yn cynnwys galw'r frigâd dân a gweithredu cymorth cyntaf sylfaenol.
- Aros yn bwyllog mewn sefyllfa argyfwng ac asesu'n ddigonol yr angen i alw ar y swyddog ar ddyletswydd sydd ar ddyletswyddau cysgu mewn.
- Gofyn am (a rhoi) cefnogaeth i'ch cydweithwyr i helpu i oresgyn heriau'r math yma o waith. Bydd angen i chi fod yn berson sy'n gweithio'n dda gyda chydweithwyr.
- Bod yr un mor gysurus yn gweithio fel rhan o dîm ag yn gweithio ar ben eich hun.
- Yn rhywun sy'n gallu ystyried yn barhaus eich ymarfer a'ch datblygiad personol eich hun i ddynodi lle gellid gwneud pethau'n wahanol neu well.
- Deall pwysigrwydd mynychu cyfarfodydd goruchwyllo ac un i un gyda'ch rheolwr; gall hyn ar adegau olygu mynd i mewn yn ystod y dydd, sicrhau eich bod yn defnyddio pob cyfle i rannu, dysgu a thyfu yn eich rôl. Bydd angen i chi ddeall pwysigrwydd dysgu a datblygiad hunan-gyfeiriedig, a chymryd cyfrifoldeb am hynny, yn ogystal ag ymrwymiad i'r holl gyfleoedd hyfforddi sydd ar gael i chi.
- Cefnogi iechyd a diogelwch y bobl y gweithiwr gyda nhw a chi'ch hunan.
- Yn rhywun gyda syniadau, agored i niwed a ffyrdd newydd o weithio. Fodd bynnag, bydd angen i chi ddilyn protocolau penodol a gytunwyd yng nghyswllt iechyd a diogelwch, codi a chario a meddyginiaeth.
- Llenwi gwaith papur sy'n glir, cywir ac ar amser.

### **Dyma'r hyn y gallwn ei roi i chi**

- Ymdeimlad mawr o fodlonrwydd a balchder.
- Cyflog da gydag ychwanegiadau penwythnos a gwyliau banc.
- Pensiwn.
- Tîm rheoli ymroddedig ac ymrwymedig.
- Hyfforddiant gwych.

### **Beth arall sydd angen i chi wybod.....Dyma Werthoedd Cyngor Fynwy:**

**Tryloywder:** Rydym am geisio bod yn agored ac onest er mwyn datblygu perthynas lle y mae pobl yn medru ymddiried yn ei gilydd.

**Tegwch:** Rydym am geisio cynnig dewis teg, cyfleoedd a phrofiad ac i ddod yn fudiad lle y mae'r naill yn parchu'r llall.

**Hyblygrwydd:** Rydym am geisio bod yn hyblyg wrth feddwl a gweithredu er mwyn dod yn fudiad effeithiol ac effeithlon.

**Gwaith tîm:** Rydym am geisio gweithio gyda'n gilydd er mwyn rhannu ein llwyddiannau a'n methiannau drwy adeiladu ar ein cryfderau a chefnogi ein gilydd er mwyn cyflawni ein hamcanion.

A bydd y rôl hon yn gweithio gyda Sir Fynwy er mwyn cyflawni hyn.

Mae'r Cyngor yn gweithredu polisi Dim Ysmygu yn y Gweithle ac mae disgwyl i'r holl gyflogeion i gydymffurfio gyda hyn.

### **Yn ychwanegol at hyn:**

Mae'r holl weithwyr yn gyfrifol am sicrhau eu bod yn ymddwyn bob tro mewn ffordd sydd yn gyson â Pholisi Cyfle Cyfartal Sir Fynwy yn eu meysydd perthnasol ac fel rhan o'u hymddygiad cyffredinol.

## Manyleb Person

**Sut fyddaf yn gwybod os mai chi yw'r person cywir ar gyfer y swydd?**

**Mae hon yn rôl gyffrous a gwerth chweil iawn ond i gefnogi pobl yn ôl pwy ydynt a'r hyn sy'n bwysig iddynt, mae angen i chi fod y dilynol:**

<p>Nid oes angen profiad cyffredinol ond byddwch yn rhywun sy'n amlwg yn dangos eu hymrwymiad, brwdfrydedd a'u natur ofalgar. Mae gofalu yn ymwneud â chefnogi rhywun i fyw'n dda ac i fyw bywyd naturiol. Mae hyn yn golygu y bydd y gefnogaeth a ddarparwn bob amser yn canolbwyntio ar sut mae person yn teimlo....</p>	
<b>Perthnasoedd</b>	Byddwch yn deall pwysigrwydd perthnasoedd a bod angen adnabod y person, eu profiadau, eu bywyd a phwy ydynt yn awr er mwyn cefnogi pobl.
<b>Galluogi</b>	Bydd angen i chi allu gweithio mewn ffordd sy'n cynnwys y person i gymryd rhan lawn yn eu bywydau gan eu cynorthwyo i osod a chyflawni eu canlyniadau a'u nodau personol beth bynnag yw hyn.
<b>Dull</b>	Byddwch yn defnyddio dull unigol at bob person yn seiliedig ar bwy ydynt a sut maent yn teimlo. Byddwch yn addasu'n barhaus i aros yn y foment ac i gefnogi rhywun yn ôl yr hyn sy'n cyfri.
<b>Argaeledd a Hyblygrwydd</b>	Bydd angen i chi weithio ar adegau o'r dydd pan mae pobl angen cefnogaeth a byddwch yn deall y bydd hyn yn newid ar unrhyw ddiwrnod penodol yn dibynnu ar sut mae'r person yn teimlo. Mae hyn yn golygu canolbwyntio ar yr unigolyn ac nid trefn.
<b>Hunan</b>	Byddwch yn rhywun sy'n gysurus gyda bod chi'ch hunan yn y gwaith ac yn hunanymwybodol ac agored.
<b>Teimlad</b>	Byddwch yn emosiynol gynnes, gan gynnig agosatrydd a chydymdeimlad i bob unigolyn.
<b>Ynghyd</b>	Byddwch yn rhywun a all fod yn ffrind i'r bobl a gefnogwn, heb feddwl am 'ni a nhw'
<b>Ysbrydoli</b>	Byddwch yn angerddol ac yn gadarnhaol; yn gallu gwneud cysylltiad gyda phobl sy'n gwneud gwahaniaeth
<b>Maethu</b>	Byddwch yn rhywun a all roi cysur, sicrwydd ac ymdeimlad o berthyn
<b>Derbyn</b>	Byddwch yn gallu bod yn gadarnhaol am realaeth person a deall y ffaith y gall teimladau gael eu dangos fel gweithredoedd neu eiriau
<b>Digymell</b>	Byddwch yn rhywun a all greu cyfleoedd fydd yn rhoi pethau i'w gwneud ac ysgogiad. Byddwch yn medru meddwl yn gyflym ac ymateb ar unwaith i'r hyn sydd yn digwydd.
<b>Tîm</b>	Byddwch yn deall y pwysigrwydd o gyfrannu i ddealltwriaeth y tîm bod y canlyniadau ar gyfer y bobl yr ydym yn cefnogi yn gwella pan mae'r tîm yn gweithio yn dda gyda'i gilydd. Byddwch yn meddu ar y gallu i gyfathrebu yn agored a gwrando ar syniadau eraill.
<b>Cefnogi</b>	Byddwch yn gysurus i fynegi eich emosiynau eich hun a chefnogi pobl eraill gyda'u hemosiynau hwythau.
<b>Tyfu</b>	Bydd angen i chi fod yn agored i ddysgu, herio a hunanfyfrio.
<b>Cymwysterau</b>	Nid oes angen cymhwyster i wneud cais am y swydd hon ond mae'n rhaid i chi fod yn barod i wneud QCF Lefel 2 mewn Gofal.

**Os ydych angen unrhyw wybodaeth bellach am y rôl hon, cysylltwch os gwelwch yn dda gyda: Sian Gardner, Prif Reolwr Gwasanaethau Preswyl a Dydd ar 07815 005013**