

## *Come and join the team!*

### ADVERT

**ROLE TITLE:** Community Occupational Therapist, (Central Monmouthshire Integrated Services)

**ADVERT TEXT:**

Following implementation of the Social Services and Well-being (Wales) Act, an exciting opportunity has arisen for an experienced Occupational Therapist to join our forward-looking Integrated Services for adults. Practicing across diverse communities, you will become part of a friendly integrated team of occupational/physio therapists, social workers and district nurses who support older and disabled people and their carers in Monmouth, Raglan, Usk and the surrounding rural areas. Monnow Vale benefits from having health and social care professionals from all disciplines working closely together in the pursuit of 'what matters' to the individual and positive personal outcomes.

**POST ID:** SAS042  
**LOCATION:** Monnow Vale Health & Social Care Facility, Monmouth  
**GRADE:** BAND I SCP 31 – SCP 35 £37,261 - £41,496  
**HOURS:** 37.0 Per Week  
**TEMPORARY:** No  
**DBS CHECK:** Yes (Disclosure & Barring Service Check)  
**CLOSING DATE:** 5pm on 24<sup>th</sup> November 2022

#### **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:** Community Occupational Therapist, (Central Monmouthshire Integrated Services)

PERMANENT:

**POST ID:** SAS042

**GRADE:** BAND I SCP 31 – SCP 35 £37,261 - £41,496

**HOURS:** 37.0 Per Week

**WORK PATTERN:** Full-time = 37 hours Monday to Friday between 8:30am to 5pm

**LOCATION:** Monnow Vale Health & Social Care Facility, Drybridge Park, Monmouth, 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:

Enhanced with Adults Barred List Check

**RESPONSIBLE TO:** Integrated Team Manager

### **WELSH LANGUAGE ASSESSMENT:**

Welsh language skills are desirable.

Central Monmouthshire Integrated Services.....**Who are we?**

### **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:-** Helping people live their own lives.

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

- To work in a fully integrated health and social care setting as a member of the multi-agency Central Integrated Services Team, which uses a multi-

professional approach to assist older and physically disabled people who need ongoing assistance to maintain their independence.

- To provide advanced therapeutic assessment and intervention to people in the community who have long term health conditions, frailty, physical disabilities, dementia and/or palliative care needs.
- To work in partnership with colleagues across health, social care and the voluntary sector toward the continuing development of the Integrated Service.
- To work flexibly across the social work service at Monnow Vale and carrying out work in the Short Term Assessment and Reablement Team (START) and the Long Term Team, as required.

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

You will be expected to ‘help people to live their own lives’, through a person-centred and strengths-based approach that identifies what matters to the individual and identifies measurable personal outcomes.

**Your responsibilities are to:-**

***Clinical***

- To undertake all aspects of clinical duties as an autonomous practitioner
- To be professionally and legally accountable for a designated caseload and to decide priorities for own work area, balancing other individual related and professional demands
- To manage clinical risk within own caseload
- To assess individual’s capacity, gain valid informed consent to treatment and where such capacity is lacking/absent to work within a legal framework in the management of the individual.
- To assess and address occupational performance skills in the areas of mobility, sensory deficits, intrapersonal skills, interpersonal areas and cognitive skills, self-care, productivity and leisure.
- To undertake the comprehensive assessment of an individual’s needs including those with a complex presentation and provide a range of interventions to meet these needs.
- To undertake physical intervention techniques where appropriate

- To formulate individualised intervention plans / programmes, utilising a wide range of treatment skills and options to plan a specialised programme of care
- To provide spontaneous and planned advice, teaching and instruction to relatives, carers, other disciplines and agencies to promote understanding of the aims of occupational therapy and reablement
- To provide comprehensive plans that delegate appropriately to support workers to enable interventions to be carried out over 7 days a week in order to promote independence
- To participate in multidisciplinary/multi-agency team meetings and case conferences to support the co-ordination of individual's care. This will include the review of service user progress and monitoring of their longer-term needs.
- To ensure accurate, comprehensive and up to date clinical records are maintained in accordance with Health Board / Local Authority guidance and professionally agreed criteria
- To produce comprehensive reports for other disciplines or agencies relating to individuals' assessment findings and/or treatment outcomes
- To actively participate in the measurement and evaluation of own work through audit, outcome measurement, the application of evidence-based practice and research where appropriate.
- To work to Health Board/ Local Authority, professional and national clinical guidelines and have a good working knowledge of relevant national standards to which quality of practice should be monitored.
- To identify and initiate projects including audit to review current clinical practice in line with service wide strategy.

**All clinical staff are accountable and responsible for their own clinical competence and should limit their actions to those for which they are deemed competent in line with guidance from their professional bodies.**

## ***Communication***

- To identify and employ suitable verbal and non-verbal communication skills with individuals who may have difficulties in understanding or communicating for

example, hearing loss, altered perception, expressive and receptive dysphasia, pain, fear or the inability to accept diagnosis

- To educate individuals/relatives/carers/others involved in their care regarding the nature of the condition and the aims of occupational therapy and reablement interventions
- To engage the individuals, and relatives/carers where appropriate, in the planning and agreement of a treatment programme to maximise rehabilitation potential and independence
- To employ appropriate skills to facilitate motivation and gain cooperation in the continuation of the agreed treatment programme
- To communicate with empathy, individuals' information which may be of a complex and sensitive nature.
- To receive complex personal information from individuals, relatives, carers and other professionals to effectively plan and develop individual case management.
- To communicate complex personal information effectively to ensure collaborative working within the Integrated services Team and with other professionals across health and other agencies to ensure the delivery of a co-ordinated multidisciplinary service.
- To acknowledge and support people and carers' rights by promoting individual choice respecting their beliefs, privacy and dignity at all times.
- To strive at all times to provide an environment where the diversity of individuals and carers and colleagues is respected.
- To provide a high quality service acting at all times in a professional manner.

<b><i>Managerial</i></b>
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- In conjunction with the Integrated Services Team Leads, and senior staff where appropriate, to contribute to the supervision, appraisal and performance management of staff as required
- To lead in dealing appropriately and professionally with enquiries coming into the Integrated services Team

- To deputise for senior staff where appropriate.
- To participate in the Health Board as outlined in the Knowledge and Skills Framework as both reviewer and reviewee / Local Authority review process.
- To participate in recruitment and selection procedures for the Integrated Services Team as required.
- To contribute to the induction of new staff in the Integrated Services Team.
- To participate in Integrated Services Team meetings to ensure the effective exchange of information across the team and co-ordination of local service delivery
- To take responsibility for the safe use of equipment and to advise appropriate personnel of the need to review availability of suitable resources for individual's care
- To assist in evaluating the service, this will involve for example capturing people's stories to be used as case examples, data collection
- To undertake specific tasks as designated by Integrated Services Manager(s) / Team Leads
- To identify and propose service changes for own work area and lead project groups when required
- To contribute to developments representing Occupational Therapy within enhanced reablement and the wider multidisciplinary/multi-agency team
- To adhere to the policies and procedures of the Health Board / Local Authority and Integrated services Team
- To maintain state registration with the Health Professions Council (HCPC) and to provide evidence of that registration annually upon request.

### ***Education and Training***

- The post holder will be responsible for maintaining their own competency to practice through continuing professional development activities including reflective practice, review of relevant literature, participation in local in-service training programmes and peer review, maintenance of a personal portfolio and the attendance of relevant training courses as identified, within a personal

development plan. Where appropriate these activities will be supported by the Integrated services Team

- To develop specialist skills and expertise within the field of occupational therapy for people with rehabilitation and reablement needs within the community.
- To be an active member and contribute to the organisation and delivery of the training programmes.
- To assist in the development and tuition of other Integrated Services Team staff as appropriate.
- To undertake the tuition, supervision and performance assessment of Occupational Therapy students. This will include working with universities to ensure the standard of practice and teaching meets the standards set by the degree level qualification.
- To model good practice and professional standards in the workplace.
- To participate in and lead education and training sessions within own team, multi-disciplinary team and outside organisations.
- To participate in mandatory and statutory training as required.
- To take responsibility for Continuous Professional Development (CPD), maintaining a professional portfolio in accordance with the guidelines from the College of Occupational Therapy as required for professional registration.

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

- Regular supervision and any necessary management support.
- Flexible working policy.
- Modern office environment.

**What else you need to know.....Our Values:**

Our purpose is underpinned by a clear sense of who we are as an organisation. We expect people who work with us to share a strong value set and expect that these are evident in the ways in which we work and engage with our communities.

**Teamwork:** We will work with you and our partners to support and inspire everyone to get involved. We will make the best of the ideas, and resources available to make sure we do the things that most positively impact our people and places.

**Openness:** We are open and honest. People have the chance to be involved and tell us what matters.

**Flexibility:** We are flexible, enabling delivery of the most effective and efficient services. This means a genuine commitment to working with everyone to embrace new ways of working.

Fairness: We provide opportunities for people and communities to thrive. We will always try to treat everyone fairly and consistently.

Kindness: We will show kindness to all those we work with, putting the importance of relationships and the connections we have with one another at the heart of all interactions.

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.



## Person Specification

**How will we know if you are the right person for the role? As the successful candidate you will have demonstrated:-**

Senior Occupational Therapist (Non rotational)	
Band 6	
The candidates should be able to demonstrate the following either through specific examples identified when making the application or at interview	
Education/Qualifications/Training	
Essential	Desirable
<ul style="list-style-type: none"> <li>▪ Diploma/degree in Occupational Therapy</li> <li>▪ State Registered Occupational Therapist (HCPC)</li> <li>▪ Relevant clinical educators' course or willing to undertake training</li> <li>▪ Appropriate range of postgraduate clinical education</li> </ul>	<ul style="list-style-type: none"> <li>▪ Active participation in relevant interest group</li> </ul>
Experience	
Essential	Desirable
<ul style="list-style-type: none"> <li>▪ Broad range of post graduate clinical experience</li> <li>▪ Specific experience in Community Rehabilitation/Reablement</li> <li>▪ Experience of participating in and delivering in-service training programmes</li> <li>▪ Experience of supervising staff</li> <li>▪ Experience of working autonomously</li> <li>▪ Ability to work under pressure</li> </ul>	<ul style="list-style-type: none"> <li>▪ Experience of having participated in on-call and weekend duties where appropriate</li> <li>▪ Experience of integrating user participation in service development</li> <li>▪ Experience of facilitating learning with undergraduate students</li> <li>▪ Experience of completing specialist assessments and interventions in a community setting</li> <li>▪ Experience of completing specialist assessments and interventions for falls</li> <li>▪ Experience in service development</li> </ul>
Skills & Knowledge	
Essential	Desirable
<ul style="list-style-type: none"> <li>▪ Able to assess for, plan and co-ordinate a range of specialist Occupational Therapy interventions.</li> <li>▪ The ability to discuss the clinical reasoning process in the management of complex cases</li> <li>▪ Good communication skills both verbal and written when interacting with members of the team, other staff, Individuals and their families</li> <li>▪ I.T. literate</li> </ul>	<ul style="list-style-type: none"> <li>▪ Specialist knowledge in the application of OT assessments and interventions in specialist areas e.g. Falls, Parkinson's, Dementia</li> <li>▪ The ability to discuss the ethos of clinical governance and its relevance in Occupational therapy Practice</li> <li>▪ Appreciation of research principles and findings and the impact on Occupational Therapy</li> </ul>

<ul style="list-style-type: none"> <li>▪ The ability to work effectively in a team environment</li> <li>▪ Able to work on initiative</li> <li>▪ Good time management</li> <li>▪ Awareness of relevant national and local clinical guidelines</li> <li>▪ Commitment to participating in clinical and organisational audit / development</li> <li>▪ Evidence of Continuing Professional</li> <li>▪ Development to meet HPC requirements</li> </ul>	<p>Practice</p> <ul style="list-style-type: none"> <li>▪ Range of generic skills to enable exploration of Well-being with individuals in relation to the Social Care and Well-being Act (Wales) 2014</li> </ul>
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Other Requirements	
Essential	Desirable
<ul style="list-style-type: none"> <li>▪ The physical ability to perform and cope with all aspects of manual &amp; therapeutic handling as demanded by the job role</li> <li>▪ The ability to adapt to changes in work routine</li> <li>▪ Available for on-call and weekend duties where appropriate</li> <li>▪ The ability to move between sites including hospitals or individuals' residences as required by the job role</li> </ul>	<ul style="list-style-type: none"> <li>▪ The ability to speak Welsh</li> </ul>

- **Welsh Desirable.**

You may be required to learn or improve your existing skills through attending staff Welsh language training funded by the council.

**Should you require any further information regarding this post, please contact:  
Susanne Williams, Lead Therapist Tel: 07976859884**

**Closing Date: 5pm on 24<sup>th</sup> November 2022**

**WELSH LANGUAGE SKILLS FRAMEWORK**
**LEVEL 1**

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.

<b>UNDERSTANDING</b>	<b>SPEAKING</b>	<b>READING</b>	<b>WRITING</b>
<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**

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

<b>UNDERSTANDING</b>	<b>SPEAKING</b>	<b>READING</b>	<b>WRITING</b>
<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> </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>

	<ul style="list-style-type: none"> <li>• Can contribute to a meeting, but need to revert to English for specialist terms.</li> </ul>		
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**LEVEL 3**

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.

<b>UNDERSTANDING</b>	<b>SPEAKING</b>	<b>READING</b>	<b>WRITING</b>
<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 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.

<b>UNDERSTANDING</b>	<b>SPEAKING</b>	<b>READING</b>	<b>WRITING</b>
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<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>
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**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.

<b>UNDERSTANDING</b>	<b>SPEAKING</b>	<b>READING</b>	<b>WRITING</b>
<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 â'r tîm!

## HYSBYSEB

### TEITL Y RÔL:

Therapydd Galwedigaethol Cymunedol,  
(Gwasanaethau Integredig Canol Sir Fynwy)

### TESTUN YR HYSBYSEB:

Ar ôl gweithredu'r Ddeddf Gwasanaethau Cymdeithasol a Llesiant (Cymru), mae cyfle cyffrous wedi codi i Therapydd Galwedigaethol profiadol ymuno â'n Gwasanaethau Integredig blaengar ar gyfer oedolion. Gan ymarfer ar draws cymunedau amrywiol, byddwch yn dod yn rhan o dîm integredig cyfeillgar o therapyddion galwedigaethol/ffisiotherapi, gweithwyr cymdeithasol a nyrsys ardal sy'n cefnogi pobl hŷn ac anabl a'u gofalmwyr yn Nhrefynwy, Rhaglan, Brynbuga a'r ardaloedd gwledig cyfagos. Mae Monnow Vale yn elwa o gael gweithwyr iechyd a gofal cymdeithasol proffesiynol o bob disgyblaeth yn cydweithio'n agos i fynd ar drywydd 'yr hyn sy'n bwysig' i'r unigolyn a chanlyniadau personol cadarnhaol.

**RHIF ADNABOD Y SWYDD:** SAS042

**LLEOLIAD:** Cyfleuster Iechyd a Gofal Cymdeithasol Monnow Vale,  
Trefynwy

**GRADD:** BAND I SCP 31 – SCP 35 £37,261 - £41,496

**ORIAU:** 37.0 yr Wythnos

**DROS DRO:** Nac Ydy

**A oes angen Gwiriad Gwasanaeth Datgelu a Gwahardd? Oes**

**DYDDIAD CAU:** 5pm ar 24<sup>ain</sup> Tachwedd 2022

### Gwybodaeth Ychwanegol

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

I wneud cais am y swydd hon, cwblhewch y ffurflen gais ar-lein sydd i'w gweld ar y dudalen ganlynol:

<https://www.monmouthshire.gov.uk/cy/swyddi-chyflogaeth/>

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.

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

Mae Cyngor Sir Fynwy -

- yn gyflogwr cyfle cyfartal ac yn croesawu ceisiadau gan bob adran o'r gymuned.
- yn gyflogwr Hyderus o ran Anabledd.
- yn gyflogwr sy'n gyfeillgar i'r Lluoedd Arfog.
- yn ystyriol o Awtistiaeth ac wedi ymrwymo i gael gwared ar y rhwystrau i gyflogaeth
- yn ymrwymedig i gefnogi pobl ifanc sy'n gadael ein gofal i fanteisio ar gyfleoedd newydd ac ennill profiad.

## PROFFIL Y RÔL

**TEITL Y RÔL:** **Therapydd Galwedigaethol Cymunedol, (Gwasanaethau Integredig Canol Sir Fynwy)**

PARHAOL:

**RHIF ADNABOD Y SWYDD:** **SAS042**

**GRADD:** BAND I SCP 31 – SCP 35 £37,261 - £41,496

**ORIAU:** 37.0 yr Wythnos

**PATRYMAU GWAITH:** Llawn Amser = 37 awr o ddydd Llun i ddydd Gwener rhwng 8.30am a 5pm

**LLEOLIAD:** Cyfleuster Iechyd a Gofal Cymdeithasol Monnow Vale, Parc Drybridge, Trefynwy, a allai newid yn y dyfodol os oes angen adleoli lleoliad y gwasanaeth. Ni thelir treuliau adleoli neu ymyrryd os yw hyn yn digwydd.

### **GWIRIAD GWASANAETH DATGELU A GWAHARDD (GDG)**

Mae penodiad i'r swydd hon wedi'i eithrio o'r Ddeddf Adsefydlu Troseddwyr ac mae'n destun y gwiriad GDG canlynol:

Gwiriad Manwl gyda Gwiriad Rhestr Wedi'i Wahardd o Oedolion

**YN ATEBOL I:** Rheolwr Tîm Integredig

### **ASESIAD Y GYMRAEG:**

Sgiliau yn y Gymraeg yn ddymunol.

Gwasanaethau Integredig Canol Sir Fynwy..... **Pwy ydym ni?**

### **DIOGELU:**

Mae Diogelu 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.

**Ein Pwrpas:-** Helpu pobl i fyw eu bywydau eu hunain.

### **Pwrpas y Rôl hon:-**

- I weithio mewn lleoliad iechyd a gofal cymdeithasol wedi'i integreiddio'n llawn fel aelod o'r Tîm Gwasanaethau Integredig Canolog aml-asiantaeth, sy'n defnyddio dull aml-broffesiynol o gynorthwyo pobl hŷn a chorfforol anabl, sydd angen cymorth parhaus i gynnal eu hannibyniaeth.
- Darparu asesiad therapiwtig ac ymyrraeth uwch i bobl yn y gymuned sydd â chyflyrau iechyd hirdymor, eiddilwch, anabledau corfforol, dementia a/neu anghenion gofal lliniarol.
- Gweithio mewn partneriaeth â chydweithwyr ar draws iechyd, gofal cymdeithasol a'r sector gwirfoddol tuag at ddatblygiad parhaus y Gwasanaeth Integredig.
- I weithio'n hyblyg ar draws y gwasanaeth gwaith cymdeithasol yn Monnow Vale a gwneud gwaith yn y Tîm Asesu ac Ailalluogi Tymor Byr a'r Tîm Tymor Hir, yn ôl y gofyn.

### **Disgwyliadau a Chanlyniadau'r Rôl hon:-**

Bydd disgwyl i chi 'helpu pobl i fyw eu bywydau eu hunain', trwy ddull sy'n canolbwyntio ar yr unigolyn a'r cryfderau, sy'n nodi'r hyn sy'n bwysig i'r unigolyn ac sy'n nodi canlyniadau personol mesuradwy.

### **Bydd eich cyfrifoldebau yn cynnwys:-**

#### ***Clinigol***

- Ymgymryd â phob agwedd ar ddyletswyddau clinigol fel ymarferydd ymreolaethol
- Bod yn broffesiynol ac yn gyfreithiol atebol am lwyth gwaith dynodedig ac i benderfynu blaenoriaethau ar gyfer maes gwaith ei hun, gan gydbwysu gofynion eraill sy'n gysylltiedig ag unigolion a phroffesiynol
- I reoli risg clinigol o fewn llwyth gwaith ei hun
- I asesu gallu unigolyn, cael caniatâd gwybodus dilys i driniaeth, a lle mae capasiti o'r fath yn ddiffygiol/absennol, i weithio o fewn fframwaith cyfreithiol wrth reoli'r unigolyn.
- I asesu a mynd i'r afael â sgiliau perfformiad galwedigaethol ym meysydd symudedd, diffygion synhwyraidd, sgiliau mewnwythiennol, meysydd rhyngpersonol a sgiliau gwybyddol, hunanofal, cynhyrchiant a hamdden.



- I gynnal yr asesiad cynhwysfawr o anghenion unigolyn gan gynnwys y rhai sydd â chyflwyniad cymhleth a darparu ystod o ymyriadau i ddiwallu'r anghenion hyn.
- Cynnal technegau ymyrraeth gorfforol lle bo hynny'n briodol
- I lunio cynlluniau / rhaglenni ymyrraeth unigol, gan ddefnyddio ystod eang o sgiliau triniaeth ac opsiynau i gynllunio rhaglen arbenigol o ofal
- I ddarparu cyngor, addysgu a chyfarwyddyd digymell a chynlluniedig i berthnasau, gofawr, disgyblaethau ac asiantaethau eraill i hyrwyddo dealltwriaeth o nodau therapi galwedigaethol ac ail-alluogi
- Darparu cynlluniau cynhwysfawr sy'n dirprwyo'n briodol i gefnogi gweithwyr i alluogi cynnal ymyriadau dros 7 diwrnod yr wythnos er mwyn hybu annibyniaeth
- Cymryd rhan mewn cyfarfodydd tîm amlddisgyblaethol/aml-asiantaeth a chynadledau achos i gefnogi cydlynu gofal unigol. Bydd hyn yn cynnwys yr adolygiad o gynnydd defnyddwyr gwasanaeth a monitro eu hanghenion tymor hwy
- Sicrhau bod cofnodion clinigol cywir, cynhwysfawr a chyfoes yn cael eu cynnal yn unol â chanllawiau'r Bwrdd Iechyd / Yr Awdurdod Lleol a meini prawf a gytunwyd yn broffesiynol
- Llunio adroddiadau cynhwysfawr ar gyfer disgyblaethau neu asiantaethau eraill, sy'n ymwneud â chanfyddiadau asesu unigolion a/neu ganlyniadau triniaeth
- I gymryd rhan weithredol wrth fesur a gwerthuso gwaith ei hun trwy archwilio, mesur canlyniadau, cymhwyso ymarfer ac ymchwil sy'n seiliedig ar dystiolaeth lle bo hynny'n briodol.
- Gweithio i ganllawiau clinigol y Bwrdd Iechyd / Yr Awdurdod Lleol, proffesiynol a chenedlaethol ac mae ganddynt wybodaeth waith dda am safonau cenedlaethol perthnasol y dylid monitro ansawdd ymarfer iddynt.
- Nodi a chychwyn prosiectau gan gynnwys archwilio er mwyn adolygu arferion clinigol cyfredol yn unol â strategaeth ledled y gwasanaeth.

**Mae pob aelod o staff clinigol yn atebol ac yn gyfrifol am eu cymhwysedd clinigol eu hunain a dylent gyfyngu ar eu gweithredoedd i'r rhai y bernir eu bod yn gymwys amdanynt, yn unol ag arweiniad gan eu cyrff proffesiynol.**

## **Cyfathrebu**

- Adnabod a chyflogi sgiliau cyfathrebu geiriol ac aneiriol addas gydag unigolion, a allai fod ag anawsterau o ran deall neu gyfathrebu, er enghraifft, colli clyw, newid canfyddiad, dysffasia mynegiannol a derbynol, poen, ofn neu'r anallu i dderbyn diagnosis
- Addysgu unigolion/perthnasau/gofalwyr/eraill sy'n ymwneud â'u gofal ynglŷn â natur y cyflwr ac amcanion therapi galwedigaethol ac ymyriadau ailalluogi
- Ymgysylltu â'r unigolion, a pherthnasau/gofalwyr lle bo hynny'n briodol, wrth gynllunio a chytuno rhaglen driniaeth i wneud y mwyaf o botensial adsefydlu ac annibyniaeth
- I roi sgiliau priodol ar waith er mwyn hwyluso cymhellant a chael cydweithrediad wrth barhau â'r rhaglen driniaeth y cytunwyd arni
- I gyfathrebu ag empathi, gwybodaeth unigolion a allai fod o natur gymhleth a sensitif.
- Derbyngwybodaeth bersonol gymhleth gan unigolion, perthnasau, gofalwyr a gweithwyr proffesiynol eraill i gynllunio a datblygu rheolaeth achosion unigol yn effeithiol.
- Cyfleu gwybodaeth bersonol gymhleth yn effeithiol er mwyn sicrhau gweithio ar y cyd yn y Tîm gwasanaethau Integredig a gyda gweithwyr proffesiynol eraill ar draws iechyd ac asiantaethau eraill i sicrhau bod gwasanaeth amlddisgyblaethol wedi'i gydlyn.
- Cydnabod a chefnogi hawliau pobl a gofalwyr trwy hyrwyddo dewis unigol, gan barchu eu credoau, eu preifatrwydd a'u hurddas bob amser.
- I ymdrechu bob amser i ddarparu amgylchedd lle mae amrywiaeth unigolion a gofalwyr a chydweithwyr yn cael ei barchu.
- Darparu gwasanaeth o ansawdd uchel, gan weithredu bob amser mewn modd proffesiynol.

## *Rheoli*

- Ar y cyd â Staff Arweiniol y Tîm Gwasanaethau Integredig, ac uwch staff lle bo hynny'n briodol, i gyfrannu at oruchwylio, arfarnu a rheoli perfformiad staff yn ôl y galw
- I arwain wrth ymdrin yn briodol ac yn broffesiynol gydag ymholiadau sy'n dod i'r Tîm Gwasanaethau Integredig
- I ddirprwyo ar gyfer uwch staff lle bo hynny'n briodol.
- Cymryd rhan yn y Bwrdd Iechyd fel yr amlinellir yn y Fframwaith Gwybodaeth a Sgiliau fel rhywun sy'n adolygu ac fel person sy'n cael ei adolygu, ym mhroses adolygu'r Awdurdod Lleol.
- Cymryd rhan mewn gweithdrefnau recriwtio a dethol ar gyfer y Tîm Gwasanaethau Integredig yn ôl y gofyn.
- Cyfrannu at sefydlu staff newydd yn y Tîm Gwasanaethau Integredig.
- Cymryd rhan mewn cyfarfodydd Tîm Gwasanaethau Integredig er mwyn sicrhau cyfnewid gwybodaeth yn effeithiol ar draws y tîm a chydlynu darparu gwasanaethau lleol
- Cymryd cyfrifoldeb dros ddefnyddio cyfarpar yn ddiogel ac i gynghori personél priodol o'r angen i adolygu argaeledd adnoddau addas ar gyfer gofal unigolion
- Cynorthwyo i werthuso'r gwasanaeth, bydd hyn yn golygu er enghraifft cipio straeon pobl i'w defnyddio fel enghreifftiau achos, casglu data
- I ymgymryd â thasgau penodol fel y'u dynodwyd gan Reolwr/Rheolwyr Gwasanaethau Integredig/Arweinwyr Timau
- Nodi a chynnig newidiadau i wasanaethau ar gyfer maes gwaith ei hun a grwpiau prosiect arweiniol pan fo angen
- Cyfrannu at ddatblygiadau sy'n cynrychioli Therapi Galwedigaethol o fewn ail-alluogi gwell a'r tîm aml-ddisgyblaethol/aml-asiantaeth ehangach
- Cadw at bolisiau a gweithdrefnau'r Bwrdd Iechyd / Awdurdod Lleol a'r Tîm Gwasanaethau Integredig
- Cynnal cofrestriad gyda'r Cyngor Proffesiynau Iechyd ac i ddarparu tystiolaeth o'r cofrestriad hwnnw'n flynyddol ar gais.

## ***Addysg a Hyfforddiant***

- Bydd deiliad y swydd yn gyfrifol am gynnal eu cymhwysedd eu hunain i ymarfer drwy weithgareddau datblygiad proffesiynol parhaus yn cynnwys arferion myfyriol, adolygu llenyddiaeth berthnasol, cymryd rhan mewn rhaglenni hyfforddiant lleol mewn swydd ac adolygu gan gymheiriaid, cynnal portffolio personol a phresenoldeb cyrsiau hyfforddiant perthnasol fel y nodwyd, o fewn cynllun datblygu personol. Lle bo'n briodol, cefnogir y gweithgareddau hyn gan y Tîm Gwasanaethau Integredig
- Datblygu sgiliau ac arbenigedd arbenigol ym maes therapi galwedigaethol i bobl sydd ag anghenion adsefydlu ac ailalluogi o fewn y gymuned.
- Bod yn aelod gweithgar a chyfrannu at y gwaith o drefnu a darparu'r rhaglenni hyfforddiant.
- I gynorthwyo i ddatblygu a dysgu staff eraill y Tîm Gwasanaethau Integredig fel y bo'n briodol.
- I ymgymryd â hyfforddiant, goruchwyllo ac asesu perfformiad myfyrwyr Therapi Galwedigaethol. Bydd hyn yn cynnwys gweithio gyda phrifysgolion i sicrhau bod safon ymarfer ac addysgu yn cwrdd â'r safonau sy'n cael eu gosod gan y cymhwyster lefel gradd.
- I fodelu arferion da a safonau proffesiynol yn y gweithle.
- Cymryd rhan mewn ac arwain sesiynau addysg a hyfforddiant o fewn tîm ei hun, y tîm amlddisgyblaethol a sefydliadau allanol.
- Cymryd rhan mewn hyfforddiant gorfodol a statudol yn ôl y gofyn.
- I gymryd cyfrifoldeb am Ddatblygiad Proffesiynol Parhaus, gan gynnal portffolio proffesiynol yn unol â'r canllawiau gan y Coleg Therapi Galwedigaethol, fel sy'n ofynnol ar gyfer cofrestrriad proffesiynol.

### **Dyma beth y gallwn ei rhoi i chi:-**

- Goruchwyliaeth reolaidd ac unrhyw gymorth rheoli angenrheidiol.
- Polisi gweithio'n hyblyg
- Amgylchedd swyddfa fodern.

**Beth arall sydd angen i chi ei wybod..... Ein Gwerthoedd:**

Mae ein diben yn seiliedig ar ymdeimlad clir o bwy ydym ni fel sefydliad. Rydym yn disgwyl i bobl sy'n gweithio gyda ni rannu set gwerth cryf a disgwyl bod y rhain yn amlwg yn y ffyrdd yr ydym yn gweithio ac yn ymgysylltu â'n cymunedau.

- Gwaith Tîm:** Byddwn yn gweithio gyda chi a'n partneriaid i gefnogi ac ysbrydoli pawb i gymryd rhan. Byddwn yn gwneud y gorau o'r syniadau, a'r adnoddau sydd ar gael er mwyn sicrhau ein bod yn gwneud y pethau sy'n cael effaith fwyaf cadarnhaol ar ein pobl a'n lleoedd.
- Bod yn agored:** Rydym yn agored ac yn onest. Mae pobl yn cael y cyfle i gymryd rhan a dweud wrthym beth sy'n bwysig.
- Hyblygrwydd:** Rydym yn hyblyg er mwyn gallu darparu'r gwasanaethau mwyaf effeithiol ac effeithlon. Mae hyn yn golygu ymrwymiad gwirioneddol i weithio gyda phawb i gofleidio ffyrdd newydd o weithio.
- Tegwch:** Rydym yn darparu cyfleoedd i bobl a chymunedau ffynnu. Byddwn bob amser yn ceisio trin pawb yn deg ac yn gyson.
- Caredigrwydd:** Byddwn yn dangos caredigrwydd i bawb yr ydym yn gweithio gyda nhw, gan roi pwysigrwydd perthnasoedd a'r cysylltiadau sydd gennym â'n gilydd wrth wraidd pob rhyngweithio.

Bydd y rôl hon yn gweithio gyda Sir Fynwy i gyflawni'r rhain.

**Yn ogystal:**

Mae pob gweithiwr yn gyfrifol am gynnal eu hunain mewn modd sy'n cydymffurfio â Pholisi Cyfle Cyfartal Sir Fynwy yn eu maes cyfrifoldeb eu hunain ac yn eu hymddygiad cyffredinol.



## Manyleb Person

**Sut y byddwn yn gwybod os mai chi yw'r person cywir ar gyfer y swydd? Fel yr ymgeisydd llwyddiannus, byddwch wedi dangos eich bod â'r canlynol:-**

Uwch Therapydd Galwedigaethol (nid ar sail cylchrestr)	
Band 6	
Dylai'r ymgeiswyr allu dangos y canlynol naill ai drwy enghreifftiau penodol a nodwyd wrth wneud y cais neu mewn cyfweiliad	
Addysg/Cymwysterau/Hyfforddiant	
Hanfodol	Dymunol
<ul style="list-style-type: none"> <li>▪ Diploma/gradd mewn Therapi Galwedigaethol</li> <li>▪ Therapydd Galwedigaethol Cofrestredig</li> <li>▪ Cwrs addysgwyr clinigol perthnasol neu'n fodlon ymgymryd â hyfforddiant</li> <li>▪ Ystod briodol o addysg glinigol ôl-raddedig</li> </ul>	<ul style="list-style-type: none"> <li>▪ Cymryd rhan weithredol mewn grŵp diddordeb perthnasol</li> </ul>
Profiad	
Hanfodol	Dymunol
<ul style="list-style-type: none"> <li>▪ Ystod eang o brofiad clinigol ôl-raddedig</li> <li>▪ Profiad penodol mewn Adsefydlu/Ailalluogi Cymunedol</li> <li>▪ Profiad o gymryd rhan mewn a chyflwyno rhaglenni hyfforddiant mewn swydd</li> <li>▪ Profiad o oruchwylio staff</li> <li>▪ Profiad o weithio'n annibynnol</li> <li>▪ Y gallu i weithio dan bwysau</li> </ul>	<ul style="list-style-type: none"> <li>▪ Profiad o fod wedi cymryd rhan mewn dyletswyddau ar alwad a phenwythnosau lle bo hynny'n briodol</li> <li>▪ Profiad o integreiddio cyfranogiad defnyddwyr wrth</li> <li>▪ ddatblygu gwasanaethau</li> <li>▪ Profiad o hwyluso dysgu gyda myfyrwyr israddedig</li> <li>▪ Profiad o gwblhau asesiadau ac ymyriadau arbenigol mewn lleoliad cymunedol</li> <li>▪ Profiad o gwblhau asesiadau ac ymyriadau arbenigol ar gyfer cwmpadau</li> <li>▪ Profiad o ddatblygu gwasanaethau</li> </ul>
Gwybodaeth a Sgiliau	
Hanfodol	Dymunol
<ul style="list-style-type: none"> <li>▪ Gallu asesu ar gyfer, cynllunio a chydlynu ystod o ymyriadau Therapi Galwedigaethol arbenigol.</li> <li>▪ Y gallu i drafod y broses o resymu</li> </ul>	<ul style="list-style-type: none"> <li>▪ Gwybodaeth arbenigol wrth gymhwyso asesiadau ac ymyriadau Therapi Galwedigaethol mewn meysydd</li> </ul>

<p>clinigol wrth reoli achosion cymhleth</p> <ul style="list-style-type: none"> <li>▪ Sgiliau cyfathrebu da ar lafar ac ysgrifenedig wrth ryngweithio ag aelodau'r tîm, staff eraill,</li> <li>▪ Unigolion a'u teuluoedd</li> <li>▪ Yn llythrennog o ran TG</li> <li>▪ Y gallu i weithio'n effeithiol mewn amgylchedd tîm</li> <li>▪ Gallu gweithio o'ch pen a'ch pastwn eich hun</li> <li>▪ Rheolaeth amser dda</li> <li>▪ Ymwybyddiaeth o ganllawiau clinigol cenedlaethol a lleol perthnasol</li> <li>▪ Ymrwymiad i gymryd rhan mewn archwilio / datblygu clinigol a sefydliadol</li> <li>▪ Tystiolaeth o Ddatblygiad Proffesiynol Parhaus i gwrdd â gofynion Proffesiynau Iechyd a Gofal</li> </ul>	<p>arbenigol e.e. Cwmpïadau, clefyd Parkinson's, Dementia</p> <ul style="list-style-type: none"> <li>▪ Y gallu i drafod ethos llywodraethu clinigol a'i berthnasedd o ran Ymarfer Therapi Galwedigaethol</li> <li>▪ Gwerthfawrogiad o egwyddorion a chanfyddiadau ymchwil a'r effaith ar Ymarfer Therapi Galwedigaethol</li> <li>▪ Ystod o sgiliau generig i alluogi archwilio Lles gydag unigolion mewn perthynas â Deddf Gofal Cymdeithasol a Llesiant (Cymru) 2014</li> </ul>
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Gofynion Eraill	
Hanfodol	Dymunol
<ul style="list-style-type: none"> <li>▪ Y gallu corfforol i berfformio ac ymdopi â phob agwedd ar drin â llaw a thriniaeth therapiwtig yn ôl gofynion y swydd</li> <li>▪ Y gallu i addasu i newidiadau mewn trefn waith</li> <li>▪ Ar gael ar gyfer dyletswyddau ar alwad a phenwythnosau lle bo hynny'n briodol</li> <li>▪ Y gallu i symud rhwng safleoedd gan gynnwys ysbytai neu breswylfeydd unigolion yn ôl y drefn o rôl y swydd</li> </ul>	<ul style="list-style-type: none"> <li>▪ Y gallu i siarad Cymraeg</li> </ul>

- **Mae sgiliau Cymraeg yn ddymunol.**

Efallai y bydd gofyn i chi ddysgu neu wella eich sgiliau presennol drwy fynychu hyfforddiant iaith Gymraeg i staff sy'n cael ei ariannu gan y Cyngor.

**Os ydych am gael unrhyw wybodaeth bellach am y rôl hon, mae croeso i chi gysylltu â: Susanne Williams, Therapydd Arweiniol, Rhif Ffôn: 07976859884**

**Dyddiad cau: 5pm ar 24<sup>ain</sup> Tachwedd 2022**

**FFRAMWAITH SGILIAU IAITH 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"> <li>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.</li> </ul>	<ul style="list-style-type: none"> <li>Gall ynganu enwau lleoedd ac enwau personol yn gywir.</li> <li>Gall gyfarch unigolyn wyneb yn wyneb neu dros y ffôn.</li> <li>Gall agor a chau sgwrs neu agor a chau cyfarfod.</li> </ul>	<ul style="list-style-type: none"> <li>Gall ddarllen brawddeg fer, e.e. arwyddion syml, cyfarwyddiadau syml, eitemau agenda, gwybodaeth syml ar ffurflenni.</li> </ul>	<ul style="list-style-type: none"> <li>Gall agor a chau neges e-bost neu lythyr.</li> <li>Gall ysgrifennu enwau personol, enwau lleoedd, teitlau swyddi.</li> <li>Gall ysgrifennu neges syml i gydweithiwr ar bapur neu e-bost e.e. mae hwn a hon wedi galw.</li> </ul>

**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 materion cyfarwydd ac ysgrifennu mewn brawddegau byr

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



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

**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, a 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 ac ysgrifennu adroddiadau'n ymwneud â gwaith ac ymateb yn gywir.

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

## LEFEL 5

Gall ddeall popeth a gaiff ei ddweud. Gall siarad yn helaeth am faterion cymhleth, gan gyflwyno gwybodaeth anodd a gall hwyluso a chrynhai trafodaethau estynedig neu gymhleth. Gall grynhoi gwybodaeth 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"><li>• Gall ddilyn pob sgwrs a thrafodaeth gydag unigolion neu gydweithwyr.</li><li>• Gall ddeall amwysedd a naws iaith.</li></ul>	<ul style="list-style-type: none"><li>• Gall fynegi ei hunan yn fanwl, hyd yn oed wrth drafod materion cymhleth.</li><li>• Gall addasu arddull a chywair yr iaith i weddu i'r gynulleidfa.</li></ul>	<ul style="list-style-type: none"><li>• Gall ddarllen a deall bron bob testun ysgrifenedig heb anhawster, gan ddefnyddio geiriadur yn achlysurol.</li><li>• Gall ddarllen testunau hir i ganfod manylion perthnasol a gall ddeall y rhan fwyaf o fathau o ddeunydd ysgrifenedig.</li></ul>	<ul style="list-style-type: none"><li>• Gall ysgrifennu adroddiadau mewn arddull glir addas i'r darlennydd gyda chefnogaeth offer cymorth iaith electronig.</li><li>• Gall ysgrifennu Cymraeg ffurfiol neu anffurfiol yn ôl yr angen.</li><li>• Gall ysgrifennu ystod o ddogfennau yn gywir ac yn hyderus.</li></ul>