# Come and join the team!

**ROLE TITLE:** **Integrated Autism Service Support Worker**

Are you looking for an opportunity to work differently with individuals? Are you creative, forward thinking, dynamic and good at connecting with other people, services and communities? The Integrated Autism Service is looking to recruit a motivated, expereinced and skilled Support Worker.

The Integrated Autism Service is an innovative and developing service for autistic people. It is part of a national initiative. We are a multi-agency partnership across Health and Local Authorities who are developing a service to support autistic people and their families. The service provides a diagnostic pathway for adults and support for autistic adults and their families. The service also provides information, advice and support to the parents of autistic children. The post-holder will work with autistic adults, their family and carers. The post-holder will also provide information, advice and support to the parents of autistic children. The post-holder will also have key tasks in relation to the Development and implementation of a bespoke package of Support, preparation and organisation of supportive activities, including Group interventions. You will be a good listener and have the ability to support autistic individuals and families with complex needs.

Knowledge and previous experience of working with autistic individuals is necessary. Along with a positive outlook, creativity, innovation, a strong value base and commitment to enabling others to achieve.

The post holder will work across the Gwent area. With some aspects of our work will continue to be delivered on a virtual basis.

You will be offered training and Development opportunities and be part of a highly skilled and motivated team offering short term interventions.

| | |
|---|---|
| **POST ID:** | SAS428 |
| **LOCATION:** | Unit 10, Torfaen Business Unit, Panteg Way, New Inn, Torfaen, NP4 0LS |
| **GRADE:** | BAND E SCP14-18 £25,409 - £27,344 |
| **HOURS:** | 37 hours Per Week |
| **TEMPORARY:** | No |
| **DBS CHECK:** | Yes (Disclosure & Barring Service Check) |
| **CLOSING DATE:** | **12 noon 29th June 2023** |

**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:** **Integrated Autism Service Support Worker**
PERMANENT:

**POST ID:** **SAS428**

**GRADE:** BAND E SCP14-18 £25,409 - £27,344

**HOURS:** 37 Per Week

**WORK PATTERN**: Monday – Friday 9am – 5pm, with occasional evenings.

**LOCATION:** **Unit 10, Torfaen Business Unit, Panteg Way, New Inn, Torfaen, NP4 0LS** 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):

- Enhanced with Both Children/Adults Barred List Checks

**RESPONSIBLE TO:** Louise Mellen, Team Lead

**WELSH LANGUAGE ASSESSMENT:**
Welsh language skills are desirable

**Integrated Autism Service** - **Who are we :**

We are a multi agency partnership across Health and Local Authorities who are developing a service to support people with autism and their families. This is part of an evolving intiative to support the wider neurdivergent agenda**.**

**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:-**

**To deliver high quality support to autistic individuals and their families across the Gwent region.**

**The Purpose of this Role:-**
The Integrated Autism Service is an innovative and developing service for autistic people. . The purpose of this role is to identify strengths and barriers to achieving personla outcomes, provide a range of support and low level therapeutic interventions to autistic adults, their families and the provision of Information and advice to the parents of autistic children.

**Expectation and Outcomes of this Role:-**
This post is both rewarding and challenging. You will be working preventatively, in accordance with the principles established by the Social Services and Well-Being Act, enabling autistic individuals and their families to build on their strengths and achieve personal outcomes. You will also work in an integrated way and deliver health based low level interventions using a psycho-educational approach.

Our focus is on the individual; our approach is person centred, solutions focused and community based. The role is varied and includes:

- Working creatively and interactively with other agencies, including the third sector to provide effecitive and responsive Services, including co-delivery of group based interventions
- Co-facilitating group interventions within the IAS with other Support staff
- Providing 1:1 support using an enabling approach to assist individuals to identify and work towards their own solutions
- Supporting individuals to identify their strengths and barriers in relation to Autism.
- Identify needs and co-produce a plan to enable the individual to achieve their personal outcomes utilising the Outcome Star Approach.
- Supporting individuals to measure their success and journey utilising the Outcome Star Approach, including the monitoring and reviewing their progress.
- Utilising a community connecting and Social prescribing approach
- Providing information and advice through drop in sessions
- Working as part of an integrated multi-disciplinary team
- Opportunities to shape, influence and develop the service.
- Opportunities to be a source of expertise for wider services

**Your responsibilities are to:-**
- To communicate with the people we are supporting, their relatives and other professionals.
- To provide a range of specialist advice, detailed explanations and information, likely to relate to complex or contentious matters.
- To carry out specific activities with the people we are supporting as part of the agreed approach.
- To work creatively and innovatively to adapt and develop new interventions as we gather a stronger understanding of effective strategies to meet the needs of autistic people

- To engage people in activities to build up trust and understanding.
- Take a Solutions focused approach to intervention enabling the individual to self-manage and maintain their well-being into the longer term.
- To provide specialist psycho-education in relation to Autism, including a range of coping strategies
- To adhere to risk management plans and notify relevant team members of any issues.
- To contribute to the organisation of a broad range of activities or programmes. To work collaboratively with staff from within and outside the service, including community and third sector providers.
- To be able to support individuals to improve daily living skills.
- To provide short term low level cognitive behavioural approaches i.e. graded exposure, positive affirmations
- To support the identification of what is important to the people we are supporting, families and carers.
- To act as a designated key Worker and a consistent point of contract.
- To assess and identify individual strengths and barriers in relation to Autism utilising the Outcome Star Approach
- To co-produce action plans and support individuals to achieve their personal outcomes utilising the Outcome Star approach, including monitoring and revieiwng progress.
- To complete distance travelled tools i.e. Outcome Star
- To take the lead in implementing the package of Support to reduce risk and raise resilience of the individual
- Keep accurate records
- Ensure an up to date awareness of and compliance with the statutory requirements, departmental policies, inter-agency protocols, equality and diversity and other regulations and procedures in order to ensure statutory and departmental requirements are met.
- Report matters of concern to line Manager.

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

- Regular Supervision with Service Manager
- Working as part of a motivated team with opportunities for personal and professional Development
- Peer Support
- Specific case by case supervision from a range of other clinically qulaified professionals i.e. Clinical Psychologist, Speech & Language Therapist, Nurse etc.

**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.

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

# Person Specification

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

| REQUIREMENT | WEIGHTING | HOW TESTED (S) USED AT SHORTLISTING |
|---|---|---|
| **1. EDUCATION/QUALIFICATION/ KNOWLEDGE** | | |
| • Professional qualification in relevant field / HLTA, NVQ L4 or comparable experience in Health or Social care<br>• Knowledge and understanding of issues impacting autistic individuals and their families<br>• Knowledge of Outcome Star Approach | Essential<br><br>Essential<br><br>Desirable | Application form and interview<br><br>Application form and interview<br><br>Application form and interview |
| **2. EXPERIENCE** | | |
| • Experience of working in a school setting or in close partnership with schools and other professionals and agencies.<br>• Significant experience working in Health and/or Social care fields<br>• Experience of working with autistic Adults and their families<br>• Good written and excellent verbal communication skills.<br>• Experience of resolving conflicts and ability to mediate.<br>• Able to demonstrate the ability to value individual views, needs and wishes of autistic adults and families.<br>• Experience and understanding and respect principles of confidentiality. | Essential<br><br>Essential<br><br>Essential<br><br>Essential<br><br>Essential<br><br>Essential | All by Interview and application form |
| **3. COMMUNICATION / INTERPERSONAL SKILLS** | | |
| • Ability to communicate confidently and effectively with autistic Adults and their families and adapt style and language to suit the audience<br>• Ability to resolve conflicts and have difficult conversations with autistic Adults and their families.<br>• Ability to build and maintain working links/relationships with other agencies/professionals, communicate effectively and work in partnership | Essential<br><br>Essential<br><br>Essential | All by Interview and |

| | | |
|---|---|---|
| • Ability to maintain and update clear and concise records and produce clear reports evidencing a good level of written skills<br>• Ability to deliver group interventions<br>• Ability to take a flexible approach to the role and to work flexibly. | Essential<br><br>Essential | application form |
| **4. APTITUDE AND SKILLS** | | |
| • Ability to prioritise work and make decisions within own level of authority<br>• Ability to work as a team member<br>• Strong analysis and planning skills, to understand the issues, make sensible proposals and co-ordinate action<br>• Hopefulness and personal enthusiasm in expressing and selling plans and ideas, by creating a desirable and challenging vision of the future<br>• To be committed to professional development and supervision and appraisal process<br>• To be computer literate and to demonstrate a willingness to learn new skills<br>• To display an understanding of and ability to work within the council's policies and professional boundaries including safeguarding and confidentiality<br>• Full driving licence and access to a car. Business insurance required.<br>• Ability to co-produce action plans with individuals<br>• Ability to assess, identify need, develop action plan, deliver a bespoke package of Support.<br>• Ability to monitor and review progress, including using distance travelled tools<br>• Ability to work in a Solutions focused way | Essential<br>Essential<br>Essential<br>Essential<br>Essential<br>Essential<br>Essential<br>Essential<br>Essential<br>Essential<br>Essential<br>Essential | Interview and application form<br>Interview and application form<br>Interview and application form<br>Interview and application form<br>Application form<br>Interview and application form<br>Application form<br>Application form<br>Application form |
| **5. EQUAL OPPORTUNITIES** | | |
| A commitment to Equal Opportunities and willingness to abide by the Council's Equal Opportunities Policy, including undertaking appropriate equality awareness training | Essential | Interview |
| **6. SPECIAL CIRCUMSTANCES** | | |
| Appointment to this post will be subject to | Essential | |

| | | |
|---|---|---|
| an **Enhanced** Disclosure Check with the Criminal Records Bureau | | |

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

**Other Requirements:**

- Ability to travel across the Gwent region for work purposes
- Own car available for work

**Should you require any further information regarding this post, please contact: Louise Mellen, Team Lead or Nicola Griffiths Clinical Psychologist on Tel: 01633 644143 or email abb.asdservice@wales.nhs.uk including Support Worker post in the subject box.**

**Closing Date: 12 noon 29/06/23**

monmouthshire
sir fynwy

# 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.*

| UNDERSTANDING | SPEAKING | READING | WRITING |
|---|---|---|---|
| ➢ 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, | ➢ Can pronounce place names and personal names correctly.<br>➢ Can greet individuals face to face or over the phone<br>➢ Can open and close a conversation or open and close a meeting. | ➢ Can read short sentence, e.g. basic signs, simple instructions, agenda items, simple information on forms | ➢ Can open and close an e-mail or letter<br>➢ Can write personal names, place names, job titles<br>➢ Can write a simple message to a colleague on paper or e-email, e.g. such and such has called. |

## 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.*

| UNDERSTANDING | SPEAKING | READING | WRITING |
|---|---|---|---|
| ➢ 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<br>➢ Can understand when people ask you do something | ➢ Can communicate simple information or ask common questions, e.g. to acquire information from an individual<br>➢ Can use Welsh to get to and emphasise with the individual but not able to conduct the entire conversation or session in Welsh<br>➢ Can hold a short conversation with an individual or exchange relatively straightforward information<br>➢ Can contribute to a meeting, but need to revert to English for specialist terms. | ➢ 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 | ➢ Can write a short message to a colleague asking a question, thanking her/him, explaining something, e.g. time and place of a meeting<br>➢ Can write a short letter or e-mail to arrange an appointment |

## 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.*

<table>
<tr><th>UNDERSTANDING</th><th>SPEAKING</th><th>READING</th><th>WRITING</th></tr>
<tr><td>➢ Can understand individuals and colleagues when exchanging information or discussing plans, if the subject is familiar.<br>➢ Can understand a discussion at a meeting if the subject is familiar.<br>➢ Can understand individuals and colleagues in a familiar situation or in everyday conversation.</td><td>➢ Can take part in most conversations with colleagues about work and plans if the vocabulary is not too technical.<br>➢ Can hold a conversation with an individual or exchanging relatively straightforward information.<br>➢ Can contribute to a meeting but need to revert to English for specialist terms.<br>➢ Can adapt the style of language to suit the audience.</td><td>➢ Can understand most e-mail messages or letters concerning day to day work.<br>➢ Can guess the meaning of a word based on context if the subject is familiar.<br>➢ Can read a simple, straightforward article in a newspaper or magazine types of written material.</td><td>➢ 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.<br>➢ Can write relatively accurately when drafting a short information leaflet or poster in Welsh as required.</td></tr>
<tr><th colspan="4">LEVEL 4</th></tr>
<tr><td colspan="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.</td></tr>
<tr><th>UNDERSTANDING</th><th>SPEAKING</th><th>READING</th><th>WRITING</th></tr>
<tr><td>➢ Can follow most conversations and discussions with individuals or colleagues even if the subject matter is unfamiliar.</td><td>➢ Can contribute effectively to internal and external meetings in a work context.<br>➢ Can converse comfortably with individuals and exchange information as required.<br>➢ Can argue for and against a specific case.<br>➢ Can chair meetings and answer questions from the chair confidently.</td><td>➢ Can read most correspondence and scan long texts to find details.<br>➢ Can understand most newspaper articles and reports with the aid of a dictionary.<br>➢ Can understand texts, unless written in a very formal or colloquial form.</td><td>➢ Can produce correspondence of all types, short reports, documents and literature with support of Welsh language translation aids eg. Cysgeir, cysill.</td></tr>
<tr><th colspan="4">LEVEL 5</th></tr>
<tr><td colspan="4">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.</td></tr>
<tr><th>UNDERSTANDING</th><th>SPEAKING</th><th>READING</th><th>WRITING</th></tr>
<tr><td>➢ Can follow all conversations and discussions with individuals or colleagues.<br>➢ Can understand the ambiguity and nuance of language.</td><td>➢ Can express yourself fully in detail, even when discussing complex issues.<br>➢ Can adapt the style and register of your language to suit the audience.</td><td>➢ Can read and understand almost all written texts without difficulty, referring to a dictionary occasionally.<br>➢ Can read long texts to find relevant details and can understand most types of written material.</td><td>➢ Can write reports in a clear style appropriate to the reader with the support of electronic language aids.<br>➢ Can write formal or informal Welsh as required.<br>➢ Can write a range of documents accurately and with confidence.</td></tr>
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# Dewch i ymuno gyda'r tîm!

**TEITL SWYDD: Gweithiwr Cymorth Gwasanaeth Awtistiaeth Integredig**

Ydych chi'n edrych am gyfle i weithio'n wahanol gydag unigolion? Ydych chi'n greadigol, blaengar, deinamig ac yn dda am gysylltu gyda phobl eraill, gwasanaethau a chymunedau? Mae'r Gwasanaeth Awtistiaeth Integredig yn dymuno recriwtio Gweithiwr Cymorth sydd â chymhelliant, profiad ac sy'n fedrus.

Mae'r Gwasanaeth Awtistiaeth Integredig yn wasanaeth blaengar ac sy'n datblygu ar gyfer pobl awtistig. Mae'n rhan o gynllun cenedlaethol. Rydym yn bartneriaeth aml-asiantaeth ar draws Awdurdodau Iechyd ac Awdurdodau Lleol sy'n datblygu gwasanaeth i gefnogi pobl awtistig a'u teuluoedd. Mae'r gwasanaeth yn rhoi llwybr diagnostig ar gyfer oedolion a chymorth i oedolion awtistig a'u teuluoedd. Mae'r gwasanaeth hefyd yn rhoi gwybodaeth, cyngor a chymorth i rieni plant awtistig. Bydd deiliad y swydd yn gweithio gydag oedolion awtistig, eu teulu a'u gofalwyr a hefyd yn rhoi gwybodaeth, cyngor a chymorth i rieni plant awtistig. Bydd gan ddeiliad y swydd hefyd dasgau allweddol yng nghyswllt datblygu a gweithredu pecyn pwrpasol o gymorth, paratoi a threfnu gweithgareddau cefnogol, yn cynnwys ymyriadau grŵp. Byddwch yn dda am wrando a bydd gennych y gallu i gefnogi unigolion awtistig a theuluoedd gydag anghenion cymhleth.

Mae angen gwybodaeth neu brofiad blaenorol o weithio gydag unigolion awtistig ynghyd â safbwynt cadarnhaol, creadigrwydd, arloesedd, sylfaen gwerthoedd cryf ac ymrwymiad i alluogi eraill i gyflawni.

Bydd deiliad y swydd yn gweithio ar draws ardal Gwent a bydd rhai agweddau o'n gwaith yn parhau i gael eu darparu ar sail rithiol.

Cewch gynnig hyfforddiant a chyfleoedd datblygu a byddwch yn rhan o dîm medrus iawn gyda chymhelliant uchel yn cynnig ymyriadau tymor byr.

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|---|---|
| **CYFEIRNOD SWYDD:** | **SAS428** |
| **LLEOLIAD:** | Uned 10, Uned Busnes Torfaen, Panteg Way, New Inn, Torfaen, NP4 0LS |
| **GRADD:** | BAND E  SCP14-18 £25,409 - £27,344 |
| **ORIAU:** | 37 awr yr wythnos. |
| **DROS DRO:** | Na |
| **GWIRIAD DBS:** | Oes (Gwiriad Gwasanaeth Datgelu a Gwahardd) |
| **DYDDIAD CAU:** | **12pm 29/06/23** |

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

**Er mwyn gwneud cais am y swydd 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:-

- gyflogwr 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 SWYDD

**TEITL Y RÔL:** **Gweithiwr Cymorth Gwasanaeth Awtistiaeth Integredig** PARHAOL

**CYFEIRNOD SWYDD: SAS428**

**GRADD:** BAND E SCP14-18 £25,409 - £27,344

**ORIAU:** 37 yr wythnos

**PATRWM GWAITH** Dydd Llun – dydd Gwener 9am-5pm, gyda gwaith achlysurol gyda'r nos.

**LLEOLIAD:** **Uned 10, Uned Busnes Torfaen, Panteg Way, New Inn, Torfaen, NP4 0LS** a all newid yn y dyfodol os oes angen i leoliad y gwasanaeth adleoli. Ni fydd treuliau adleoli yn cael eu talu os yw hyn yn digwydd.

**GWIRIAD GAN Y GWASANAETH DATGELU A GWAHARDD (DBS):**
Bydd apwyntiad i'r rôl hon wedi ei eithrio o'r Ddeddf Adsefydlu Troseddwyr ac yn amodol ar y gwiriad DBS dilynol:

- Estynedig gyda gwiriadau rhestri gwahardd rhag gweithio gyda phlant/unigolion

**YN ATEBOL I:** Louise Meilen, Arweinydd Tîm

**ASESIAD O'R GYMRAEG:**
Byddai sgiliau yn y Gymraeg yn ddymunol.

**Gwasanaeth Awtistiaeth Integredig: Pwy ydyn ni?**
Rydym yn bartneriaeth aml-asiantaeth ar draws Iechyd ac Awdurdodau Lleol sy'n datblygu gwasanaeth i gefnogi pobl gydag awtistiaeth a'u teuluoedd. Mae hyn yn rhan o gynllun sy'n esblygu i gefnogi'r agenda niwrowahanol ehangach.

**DIOGELU:**
Mae Diogelu ac Amddiffyn Plant ac Oedolion yn flaenoriaethau allweddol i'r Cyngor. Ein nod yw cefnogi plant ac oedolion sydd mewn risg 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 risg. 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 Diben:-**
**Darparu cymorth ansawdd uchel i unigolion awtistig a'u teuluoedd ar draws rhanbarth Gwent.**

**Pwrpas y swydd:-**
Mae’r Gwasanaeth Awtistiaeth Integredig yn wasanaeth blaengar ac sy’n datblygu ar gyfer pobl awtistig. Diben y swydd yw adnabod cryfderau a rhwystrau i gyflawni deilliannau personol, darparu ystod o gymorth ac ymyriadau therapiwtig lefel isel i oedolion awtistig, eu teuluoedd a darparu gwybodaeth a chyngor i rieni plant awtistig.

**Disgwyliad a Deilliannau y Swydd:-**
Mae’r swydd yn un werth chweil a heriol. Byddwch yn gweithio yn ataliol, yn unol â’r egwyddorion a sefydlwyd gan y Ddeddf Gwasanaethau Cymdeithasol a Llesiant, gan alluogi unigolion awtistig a’u teuluoedd i adeiladu ar eu cryfderau a chyflawni deilliannau personol. Byddwch hefyd yn gweithio mewn ffordd integredig ac yn cyflenwi ymyriadau lefel isel seiliedig ar iechyd yn defnyddio dull seico-addysgol.

Mae ein ffocws ar yr unigolyn, ein dull gweithredu yn canolbwyntio ar yr unigolyn, gyda ffocws ar ddatrysiadau ac yn seiliedig yn y gymuned. Mae’r rôl yn amrywiol ac yn cynnwys:

- Gweithio’n greadigol ac yn rhyngweithiol gydag asiantaethau eraill, yn cynnwys y trydydd sector i gyflenwi ymyriadau seiliedig ar grŵp
- Cydhwyluso ymyriadau grwpiau o fewn y Gwasanaeth Awtistiaeth Integredig gyda staff cymorth eraill
- Darparu cymorth un i un yn defnyddio dull galluogi i gynorthwyo unigolion i ddynodi a gweithio at eu datrysiadau eu hunain
- Cefnogi unigolion i adnabod eu cryfderau a’u rhwystrau yng nghyswllt Awtistiaeth
- Adnabod anghenion a chyd-gynhyrchu cynllun i alluogi’r unigolyn i gyflawni ei ddeilliannau personol yn defnyddio dull Deilliannau Seren
- Cefnogi unigolion i fesur eu llwyddiant a’u taith yn defnyddio dull Deilliannau Seren, yn cynnwys monitro ac adolygu eu cynnydd
- Defnyddio dull gweithredu sy’n cysylltu â’r gymuned a dull presgripsiwn cymdeithasol
- Rhoi gwybodaeth a chyngor drwy sesiynau galw heibio
- Gweithio fel rhan o dîm aml-ddisgyblaeth integredig
- Cyfleoedd i lunio, dylanwadu a datblygu’r gwasanaeth
- Cyfleoedd i fod yn ffynhonnell arbenigedd i wasanaethau ehangach.

**Eich cyfrifoldebau yw:**

- Cyfathrebu gyda’r bobl a gefnogwn, eu perthnasau a gweithwyr proffesiynol eraill
- Darparu ystod o gyngor arbenigol, esboniadau manwl a gwybodaeth, sy’n debygol o ymwneud â materion cymhleth neu gynhennus
- Cynnal gweithgareddau penodol gyda’r bobl a gefnogwn fel rhan o ddull gweithredu a gytunwyd
- Gweithio’n greadigol ac yn arloesol i addasu a datblygu ymyriadau newydd wrth i ni gasglu dealltwriaeth gryfach o strategaethau effeithiol i ddiwallu anghenion pobl awtistig
- Ennyn diddordeb pobl mewn gweithgareddau i gynyddu eu hymddiriedaeth a’u dealltwriaeth.

- Cymryd dull gweithredu gyda ffocws ar ddatrysiadau at ymyriad gan alluogi'r unigolion i hunan-reoli a chynnal eu llesiant i'r tymor hirach
- Darparu seico-addysg arbenigol yng nghyswllt awtistiaeth, yn cynnwys ystod o strategaethau ymdopi
- Cydymffurfio gyda chynlluniau rheoli risg a hysbysu aelodau perthnasol y tîm am unrhyw broblemau
- Cyfrannu at drefnu ystod eang o weithgareddau neu raglenni. Cydweithio gyda staff o'r tu mewn a thu allan i'r gwasanaeth, yn cynnwys darparwyr cymunedol a thrydydd sector
- Medru cefnogi unigolion i wella sgiliau byw bob dydd
- Darparu dulliau ymddygiad gwybyddol tymor byr lefel isel h.y. datgeliad wedi'i raddio, cadarnhau
- Cefnogi adnabod yr hyn sy'n bwysig i'r bobl a gefnogwn, eu teuluoedd a'u gofalwyr
- Gweithredu fel gweithiwr allweddol dynodedig a man cyswllt parhaus
- Asesu a dynodi cryfderau a rhwystrau unigol yng nghyswllt awtistiaeth yn defnyddio dull Deilliannau Seren
- Cyd-gynhyrchu cynlluniau gweithredu a chefnogi unigolion i gyflawni eu deilliannau personol, gan ddefnyddio dull Deilliannau Seren, yn cynnwys monitro ac adolygu cynnydd
- Cwblhau dulliau pellter a deithiwyd h.y. Deilliannau Seren
- Arwain wrth weithredu pecyn cymorth i ostwng risg a chodi cydnerthedd yr unigolion
- Cadw cofnodion manwl gywir
- Cadw ymwybyddiaeth gyfredol o a chydymffurfiaeth gyda'r gofynion statudol, polisïau adrannol, protocolau rhyng-asiantaeth, cydraddoldeb ac amrywiaeth a rheoliadau a gweithdrefnau eraill er mwyn sicrhau y caiff gofynion statudol ac adrannol eu cyflawni
- Hysbysu'r rheolwr llinell am faterion o gonsyrn.

**Dyma'r hyn y mae modd i ni ddarparu i chi:-**

- Goruchwyliaeth reolaidd gyda rheolwr gwasanaeth
- Gweithio fel rhan o dîm uchel ei gymhelliant gyda chyfleoedd ar gyfer datblygiad personol a phroffesiynol
- Cymorth cydweithwyr
- Goruchwyliaeth penodol achos wrth achos gan ystod o weithwyr proffesiynol eraill gyda chymwysterau clinigol e.e. Seicolegydd Clinigol, Therapydd Iaith a Lleferydd, Nyrs ac yn y blaen.

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

Caiff ein diben ei seilio ar ymdeimlad glir o bwy ydym fel sefydliad. Disgwyliwn i'r bobl sy'n gweithio gyda ni i rannu set gref o werthoedd a disgwyliwn y bydd y rhain yn amlwg yn y ffyrdd y gweithiwn ac yr ymgysylltwn gyda'n cymunedau.

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| Gwaith tîm: | Byddwn yn gweithio gyda chi a'ch partneriaid i gefnogi ac ysbrydoli pawb i gymryd rhan. Byddwn yn gwneud y gorau glas o'r syniadau a'r adnoddau sydd ar gael i sicrhau ein bod yn gwneud y pethau sy'n cael yr effaith fwyaf cadarnhaol ar ein pobl a'n lleoedd. |

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|---|---|
| Tryloywder: | Rydym yn agored ac yn onest. Mae pobl yn cael cyfle i gymryd rhan a dweud wrthym beth sy'n bwysig. |
| Hyblygrwydd: | Rydym yn hyblyg, gan alluogi darparu'r gwasanaethau mwyaf effeithlon ac effeithiol. Mae hyn yn golygu ymrwymiad gwirioneddol i weithio gyda phawb i groesawu ffyrdd newydd o weithio. |
| Tegwch: | Rydym yn darparu cyfleoedd i bobl a chymunedau i ffynnu. Rydym bob amser yn ceisio trin pawb yn deg ac yn yr un modd. |
| Caredigrwydd: | Byddwn yn dangos caredigrwydd i bawb yr ydym yn gweithio gyda nhw, gan roi pwysigrwydd perthynas a chysylltiad gyda'n gilydd wrth galon pob rhyngweithiad. |

Bydd y swydd hon yn gweithio gyda Sir Fynwy i gyflawni hyn.

**Yn ychwanegol:**

Mae pawb a gyflogir yn gyfrifol am sicrhau eu bod yn gweithredu bob amser sy'n gydnaws gyda pholisi Cyfle Cyfartal Sir Fynwy yn eu mas cyfrifoldeb eu hunain ac yn eu hymddygiad cyffredinol.

Mae'r awdurdod yn gweithredu polisi gweithle Dim Ysmygu ac mae'n ofynnol i bawb a gyflogir cydymffurfio â hynny.

## Manyleb Person

**Sut fyddwn ni yn gwybod os mai chi yw'r person cywir ar gyfer y swydd? Fel yr ymgeisydd llwyddiannus byddwch wedi dangos:-**

| GOFYNIAD | PWYSIAD | SUT Y PROFIR DEFNYDDIO WRTH LUNIO RHESTR FER |
|---|---|---|
| **1. ADDYSG/CYMWYSTERAU/ GWYBODAETH** | | |
| • Cymhwyster proffesiynol mewn maes perthnasol / HLTA, NVQ L4 neu brofiad tebyg mewn Iechyd neu Gofal Cymdeithasol | Hanfodol | Ffurflen gais a chyfweliad |
| • Gwybodaeth a dealltwriaeth o faterion sy'n effeithio ar unigolion awtistig a'u teuluoedd | Hanfodol | Ffurflen gais a chyfweliad |
| • Gwybodaeth o ddull gweithredu Deilliant Seren | Dymunol | Ffurflen gais a chyfweliad |
| **2. PROFIAD** | | |
| • Profiad o weithio mewn ysgol neu mewn partneriaeth agos gydag ysgol a gweithwyr proffesiynol ac asiantaethau eraill. | Hanfodol | I gyd drwy gyfweliad a ffurflen gais |
| • Profiad sylweddol o weithio yn y maes Iechyd a/neu Gofal Cymdeithasol | Hanfodol | |
| • Profiad o weithio gydag oedolion awtistig a'u teuluoedd | Hanfodol | |
| • Sgiliau cyfathrebu ysgrifenedig da a sgiliau cyfathrebu llafur rhagorol. | Hanfodol | |
| • Profiad o ddatrys gwrthdaro a'r gallu i gyfryngu | Hanfodol | |
| • Gallu i arddangos y gallu i werthfawrogi barn unigol, anghenion a dymuniadau oedolion awtistig a theuluoedd | Hanfodol | |
| • Profiad o ddeall a pharchu egwyddorion cyfrinachedd. | | |
| **3. SGILIAU CYFATHREBU/ RHYNGBERSONOL** | | |
| • Gallu i gyfathrebu'n hyderus ac effeithlon gydag oedolion awtistig a'u teuluoedd ac addasu arddull i weddu i'r gynulleidfa | Hanfodol | I gyd drwy gyfweliad a ffurflen gais |
| • Gallu i ddatrys gwrthdaro a chael sgyrsiau anodd gydag oedolion awtistig a'u teuluoedd | Hanfodol | |
| • Gallu i adeiladu a chynnal cysylltiadau gwaith/perthynas gydag asiantaethau/gweithwyr proffesiynol eraill, cyfathrebu'n effeithiol a gweithio mewn | Hanfodol | |

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|---|---|---|
| partneriaeth<br>• Gallu i gynnal a diweddaru cofnodion clir a chryno a chynhyrchu adroddiadau clir yn dangos lefel dda o sgiliau ysgrifenedig<br>• Gallu i gyflenwi ymyriadau grŵp<br>• Gallu i gymryd dull gweithredu hyblyg at y swydd a gweithio'n hyblyg. | Hanfodol<br><br><br><br><br>Hanfodol<br>Hanfodol | |
| **4. DONIAU A SGILIAU** | | |
| • Gallu i flaenoriaethu gwaith a gwneud penderfyniadau o fewn eich lefel awdurdod eich hun<br>• Gallu i weithio fel aelod tîm<br>• Sgiliau dadansoddi a chynllunio cryf, i ddeall y materion, gwneud cynigion synhwyrol a chydlynu gweithredu<br>• Agwedd obeithiol a brwdfrydedd personol wrth fynegi a gwerthu cynlluniau a syniadau, drwy greu gweledigaeth ddymunol a heriol o'r dyfodol<br>• Ymroddiad i ddatblygiad proffesiynol a'r broses goruchwylio a gwerthuso<br>• Bod yn hyddysg gyda chyfrifiaduron a dangos parodrwydd i ddysgu sgiliau newydd<br>• Dangos dealltwriaeth o a'r gallu i weithio o fewn polisïau a ffiniau proffesiynol y cyngor yn cynnwys diogelu a chyfrinachedd<br>• Trwydded yrru lawn a mynediad i gar. Angen yswiriant busnes<br>• Gallu i gyd-gynhyrchu cynlluniau gweithredu gydag unigolion<br>• Gallu i asesu, adnabod angen, datblygu cynllun gweithredu, cyflwyno pecyn pwrpasol o gymorth<br>• Gallu i fonitro ac adolygu cynnwys, yn cynnwys unrhyw ddulliau pellter a deithiwyd<br>• Gallu i weithio mewn ffordd sydd â ffocws ar ddatrysiadau | Hanfodol<br><br><br>Hanfodol<br>Hanfodol<br><br><br><br>Hanfodol<br><br><br><br><br>Hanfodol<br><br><br>Hanfodol<br><br><br><br>Hanfodol<br><br><br><br>Hanfodol<br><br>Hanfodol<br><br>Hanfodol<br><br><br><br>Hanfodol<br><br><br>Hanfodol | Cyfweliad a ffurflen gais<br><br><br>Cyfweliad a ffurflen gais<br>Cyfweliad a ffurflen gais<br><br><br><br>Cyfweliad a ffurflen gais<br><br><br><br><br>Ffurflen gais<br><br><br>Cyfweliad a ffurflen gais<br><br><br><br>Ffurflen gais<br><br><br><br>Ffurflen gais<br><br>Ffurflen gais |
| **5. CYFLE CYFARTAL** | | |
| Ymrwymiad i gyfle cyfartal a pharodrwydd i gydymffurfio gyda pholisi Cyfle Cyfartal y Cyngor, yn cynnwys ymgymryd â hyfforddiant priodol ar ymwybyddiaeth o gydraddoldeb | Hanfodol | Cyfweliad |

| 6. AMGYLCHIADAU ARBENNIG | | |
|---|---|---|
| Bydd penodiad i'r swydd hon yn amodol ar Wiriad Datgeliad **Estynedig** gyda'r Gwasanaeth Datgelu a Gwahardd. | Hanfodol | |

- **Y Gymraeg yn ddymunol**.
  Gall fod angen i chi ddysgu neu wella eich sgiliau presennol drwy fynychu hyfforddiant yn y Gymraeg y bydd y cyngor yn talu amdano ar gyfer staff.

**Gofynion eraill:**
- Gallu i deithio ar draws rhanbarth Gwent ar gyfer dibenion gwaith
- Eich car eich hun ar gael ar gyfer gwaith

**Os ydych angen mwy o wybodaeth am y swydd hon, cysylltwch â Louise Mellen, Arweinydd Tîm neu Nicola Griffiths, Seicolegydd Clinigol ar Ffôn: 01633 644143 neu e-bost abb.asdservice@wales.nhs.uk gan roi swydd Gweithiwr Cymorth yn y blwch pwnc.**

**Dyddiad Cau: 12pm 29/06/23**

**FFRAMWAITH SGILIAU YN Y GYMRAEG**

**LEFEL 1**

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

| DEALL | SIARAD | DARLLEN | YSGRIFENNU |
|---|---|---|---|
| ➢ 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. | ➢ Gall ynganu enwau lleoedd ac enwau personol yn gywir.<br>➢ Gall gyfarch unigolion wyneb yn wyneb neu dros y ffôn.<br>➢ Gall agor a chau sgwrs neu agor a chau cyfarfod. | ➢ Gall ddarllen brawddeg fer, e.e. arwyddion syml, cyfarwyddiadau syml, eitemau agenda, gwybodaeth syml ar ffurflenni. | ➢ Gall agor a chau neges e-bost neu lythyr.<br>➢ Gall ysgrifennu enwau personol, enwau lleoedd, teitlau swyddi.<br>➢ Gall ysgrifennu neges syml i gydweithiwr ar bapur neu e-bost e.e. mae hwn a hon wedi galw. |

**LEFEL 2**

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

| DEALL | SIARAD | DARLLEN | YSGRIFENNU |
|---|---|---|---|
| ➢ 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<br>➢ Gall ddeall pan mae pobl yn gofyn iddynt wneud rhywbeth | ➢ Gall gyfathrebu gwybodaeth syml neu ofyn cwestiynau cyffredin, e.e. cael gwybodaeth gan unigolion.<br>➢ Gall ddefnyddio'r Gymraeg i gyrraedd a dangos empathi gydag unigolyn ond dim i gynnal yr holl sgwrs neu sesiwn yn y Gymraeg.<br>➢ Gall gynnal sgwrs fer gydag unigolyn neu gyfnewid gwybodaeth cymharol syml.<br>➢ Gall gyfrannu at gyfarfod ond bydd angen troi i'r Saesneg ar gyfer termau arbenigol. | ➢ Gall ddarllen negeseuon byr a rhai llythyrau neu negeseuon e-bost, e.e. rhai sy'n gwneud cais neu'n gofyn am gyfleu neges | ➢ Gall ysgrifennu neges fer at gydweithiwr yn gofyn cwestiwn, yn diolch iddo/iddi, esbonio rhywbeth e.e. amser a lle cyfarfod<br>➢ Gall ysgrifennu llythyr neu neges e-bost byr i drefnu apwyntiad |

**LEFEL 3**

*Gall ddeall y prif bwyntiau pan mae unigolyn neu gydweithiwr yn siarad am bynciau cyfarwydd e.e. yn ystod sgwrs neu gyfarfod grŵp bach. Gall gynnal sgyrsiau 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 |
|---|---|---|---|
| ➢ Gall ddeall unigolion a chydweithwyr wrth gyfnewid gwybodaeth neu drafod cynlluniau, os yw'r pwnc yn gyfarwydd.<br>➢ Gall ddeall trafodaeth mewn cyfarfod os yw'r pwnc yn gyfarwydd.<br>➢ Gall ddeall unigolion a chydweithwyr mewn sefyllfa gyfarwydd neu mewn sgwrs bob dydd. | ➢ Gall gymryd rhan yn y rhan fwyaf o sgyrsiau gyda chydweithwyr am waith a chynlluniau os nad yw'r eirfa yn rhy dechnegol.<br>➢ Gall gynnal sgwrs gydag unigolyn neu gyfnewid gwybodaeth cymharol syml.<br>➢ Gall gyfrannu at gyfarfod ond gall fod angen troi i'r Saesneg am dermau arbenigol. | ➢ Gall ddeall y rhan fwyaf o negeseuon e-bost neu lythyrau'n ymwneud â gwaith dydd i ddydd.<br>➢ Gall ddyfalu ystyr gair yn seiliedig ar gyd-destun os yw'r pwnc yn gyfarwydd.<br>➢ Gall ddarllen erthygl syml a rhwydd mewn papurau newydd neu fathau o ddeunydd ysgrifenedig mewn cylchgrawn. | ➢ 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. |

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|---|---|---|---|
| | ➢ Gall addasu cywair iaith i weddu i'r gynulleidfa. | | |
| **LEFEL 4** | | | |
| *Gall fel arfer ddilyn y rhan fwyaf o sgyrsiau 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** |
| ➢ Gall ddilyn y rhan fwyaf o sgyrsiau a thrafodaethau gydag unigolion neu gydweithwyr hyd yn oed os yw'r deunydd pwnc yn anghyfarwydd. | ➢ Gall gyfrannu'n effeithlon at gyfarfodydd mewnol ac allanol mewn cyd-destun gwaith.<br>➢ Gall sgwrsio'n gysurus gydag unigolion a chyfnewid gwybodaeth fel sydd angen.<br>➢ Gall ddadlau dros ac yn erbyn achos penodol.<br>➢ Gall gadeirio cyfarfodydd ac ateb cwestiynau o'r gadair yn hyderus. | ➢ Gall ddarllen y rhan fwyaf ohebiaeth a bwrw golwg ar destunau hir i ganfod manylion.<br>➢ Gall ddeall y rhan fwyaf o erthyglau ac adroddiadau papur newydd gyda chymorth geiriadur.<br>➢ Gall ddeall testunau, os na ysgrifennwyd mewn dull ffurfiol iawn neu dafodieithol. | ➢ Gall gynhyrchu gohebiaeth o bob math, adroddiadau byr, dogfennau a llenyddiaeth gyda chymorth offer cyfieithu Cymraeg e.e. Cysgair, Cysill. |
| **LEFEL 5** | | | |
| *Gall ddeall popeth a gaiff ei ddweud. Gall siarad yn helaeth am faterion cymhleth, gan gyflwyno gwybodaeth anodd a gall hwyluso a chrynhoi trafodaethau estynedig neu gymhleth. Gall grynhoi gwybodaeth o wahanol ffynonellau (yn llafar ac yn ysgrifenedig) a'i chyflwyno mewn modd cydlynus. Gall fynegi ei hunan yn fyrfyfyr, rhugl ac yn fanwl, gan addasu'r iaith i weddu i'r gynulleidfa.* | | | |
| **DEALL** | **SIARAD** | **DARLLEN** | **YSGRIFENNU** |
| ➢ Gall ddilyn pob sgwrs a thrafodaeth gydag unigolion neu gydweithwyr.<br>➢ Gall ddeall amwysedd a naws iaith. | ➢ Gall fynegi ei hunan yn fanwl, hyd yn oed wrth drafod materion cymhleth<br>➢ Gall addasu arddull a chywair yr iaith i weddu i'r gynulleidfa. | ➢ Gall ddarllen a deall bron bob testun ysgrifenedig heb anhawster, gan ddefnyddio geiriadur yn achlysurol.<br>➢ Gall ddarllen testunau hir i ganfod manylion perthnasol a gall ddeall y rhan fwyaf o fathau o ddeunydd ysgrifenedig. | ➢ Gall ysgrifennu adroddiadau mewn arddull glir addas i'r darllenydd gyda chefnogaeth offer cymorth iaith electronig.<br>➢ Gall ysgrifennu Cymraeg ffurfiol neu anffurfiol yn ôl yr angen.<br>➢ Gall ysgrifennu ystod o ddogfennau yn gywir ac yn hyderus. |