

Come and join the team!

ADVERT

ROLE TITLE: Community Rehab Support Worker (Health & Social Care)

ADVERT TEXT:

We are looking for people who can connect and build relationships with others in Monmouthshire!

We are looking for people to support people in their own homes. We need people who are kind, love spending time with people in the community, easy to talk to and can build relationships quickly with people from all walks of life. We are looking for people with good communication skills who are able to work within the community and who want to make a difference.

We offer a great rate of pay with weekend and bank holiday enhancements.

POST ID: SAS542

LOCATION: Chepstow/Caldicot and surrounding areas

GRADE: BAND D SCP 9 – SCP 13 £26,409 – £28163 pro rata (Time and third after 10pm, Time and quarter for Saturday, Time and half for Sundays).

HOURS: Up to 35 hours Per Week [Annualised hours contract]

CONTRACT: Permanent

DBS CHECK: Yes

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

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DISCLOSURE AND BARRING SERVICE (DBS) CHECK:

Appointment to this post is exempt from Rehabilitation of Offenders Act and is subject to the following DBS check (Please specify level of check);

- (a) Enhanced with Both Children/Adults Barred List Checks

RESPONSIBLE TO: Area care and Support lead

WELSH LANGUAGE ASSESSMENT:

- (b) Welsh language skills are desirable;

The Reablement team – who we are:

- We are part of the council and provide services to people living in the community to support them to live independently, safely and well in their own homes and to promote connection and involvement in their communities
- We have a team of 160 staff working in various teams:
 - **Reablement Services** – supporting people in the short term to help people regain independence and ensure that services if required in the long term are tailored to individual need.
 - **Dementia Care and Support Teams** – supporting people with dementia and their carers to stay in their own homes providing support to people that promotes physical, social and emotional well-being.
 - **Extra Care Support Team** – supporting people living in supported housing to promote physical, social and emotional well-being.

Our Purpose:

- To provide support and care (in the short-term) in a way that is focussed on the individual and is based on what matters to them.
- To help people to do things for themselves and where appropriate to regain skills and abilities that may have been lost.
- Support people, only when they need help, with all aspects of daily living and to promote social and emotional well-being.
- Where appropriate to support people to re-connect with their local communities.

Managers Expectation of this Role:-

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

Here's what I am looking for from this role:

- I want you to bring yourself; your personality, a big smile and a sense of fun. I need you to understand that 100% is the minimum commitment.
- To support people to do as much for themselves as possible working in a way that promotes ability and does not foster dependency.
- To work closely with all members of the Integrated Services Team supporting people to regain their independence wherever possible; communicating clearly any changes and developments.
- To work with people in a way that continually demonstrates a focus on being person centred and relationship focussed. You will need to spend time getting to know the people we support and developing a relationship that supports your role as an 'attached professional' rather than someone who is 'detached'.
- To provide care and support to people that is at all times sensitive, confidential and upholds the person's dignity.
- Only when required, to help people with all aspects of daily living. This includes personal care provided in a way focussing on a person's feelings and in a way that turns tasks into positive social interactions.
- To work with people based only on a detailed understanding of their needs and wishes as described by the person themselves. To spend time to listen and engage with each person in a way that responds to who they are.
- To work with people according to clear goals and outcomes for the person themselves.
- To work with people in their own homes in a relaxed manner with an emphasis on going with the flow rather than tasks and routines.
- I want you to be able to support people to cook (or prepare if needed) basic nutritious foods.
- To support people to maintain contact with, and reconnect, with their friends, family and local community. This will involve providing physical support and the emotional support to do this.
- To work with people in a positive way that ensures that all controlling elements of care are removed and there is no 'them and us'.
- To provide support directly to those 'informal' carers who are also supporting the person.
- To work flexibly with people. Someone who is available to work weekends, bank holidays, can start at 7am in the morning and / or is available to work through to 11pm at night.
- To work across services as required by the Care and Support Lead to ensure continuity for the person being supported.
- To act as the keyworker for some of the people we support taking a lead on liaison with other people involved in their support.
- You will need to be good at communicating. You will need to work closely with people interpreting and understanding the full range of ways in which people communicate. You will need to tell the team, through observations and discussion, any concerns as to the health and welfare of the people we support.

- You will need to be able to ask for (and provide) support from your colleagues to help overcome the challenges of this type of work. You will need to be person centred towards your colleagues.
- I need someone who is equally comfortable working as part of a team or working on their own.
- Someone able to continually reflect on their own practice and personal development to identify where things could be done differently or better.
- I need you to understand the importance of attending supervision and 1:1 meetings with me, ensuring you use all opportunities to share, learn and grow in your role. I need you to understand the importance of, and taking responsibility for, self-directed learning and development in addition to a commitment to all training opportunities made available to you.
- I need you to be able to build effective working relationships with a wide range of people.
- I need you to support the health and safety of the people you work with and that of yourself.
- Someone with ideas, open to change and new ways of working. However, you will need to follow specific and agreed protocols in relation to health & safety, moving & handling and medications
- I need you to be flexible and understand that because of the nature of the services we provide we will ask you to work at different times to ensure that people receive the support that they need.
- I need you to complete paperwork that is clear, accurate and on time
- I need you to ask for advice and help whenever you are not sure what to do.

Here's what we can provide you with:

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

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.

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

- Openness: We aspire to be open and honest to develop trusting relationships.
- Fairness: We aspire to provide fair choice, opportunities and experiences and become an organisation built on mutual respect.
- Flexibility: We aspire to be flexible in our thinking and action to become an effective and efficient organisation.

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

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

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

In addition:

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

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

Should you require any further information regarding this post, please contact:

June Gane, Professional Business and Support Lead

Mobile No:07738340023

Email: JuneGane@monmouthshire.gov.uk

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

Overall experience is not necessary but you will be someone who clearly demonstrates their commitment, enthusiasm and their caring nature. Caring is about supporting someone to live well and to live a natural life. This means that the support we provide will always focus on how a person feels....

Relationships	You will understand the importance of relationships and that to support people we need know the person; their experiences, their life and who they are now.
Enabling	You will be able to work in way that involves the person to participate fully in their lives assisting them to set and achieve their personal outcomes and goals whatever this may be
Approach	You will adopt an individual approach to each person based on who they are and how they feel. You will adjust and adapt continually to stay in the moment and to support someone according to what matters.
Availability & Flexibility	You will need to work at times of the day that people need support and that you understand that this will change on any given day according to how that person feels. This means being focussed on the individual and not a routine. You will need to be happy to go with the flow
Self	You will be someone who is comfortable being yourself at work and you are self-aware and open.
Feeling	You will be emotionally warm, offering closeness and empathy to each individual
Together	You are someone able to be a friend to the people we support; with no them and us.
Inspiring	You will be passionate and positive; able to make a connection with people that makes a difference.
Nurturing	You will be someone who can provide comfort, security and a sense of belonging
Accepting	You will be able to be positive about a person's reality and understanding of the fact that feelings can be displayed as actions or words.
Spontaneous	You will be someone who can think on your feet to solve problems. You will be able to change the moment when appropriate.
Team	You will understand the importance of your contributing to the team understanding that the outcomes for the people we support improve when the team work well together. You will have the ability to communicate openly and listen to the ideas of others
Supporting	You will be comfortable to express your own emotions and support others with theirs.
Growing	You will need to be open to learning, challenge and self-reflection.
Qualifications	A qualification is not needed to apply for this role but you must be willing to undertake the QCF Level 2 in Care.

WELSH LANGUAGE SKILLS FRAMEWORK

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

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

LEVEL 4

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

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

LEVEL 5

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

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

Dewch i ymuno â'r tîm!

HYSBYSEB

TEITL SWYDD: Gweithiwr Cymorth Adsefydlu Cymunedol (Iechyd a Gofal Cymdeithasol)

GEIRIAD HYSBYSEB:

Rydym yn edrych am bobl a all gysylltu a meithrin perthynas gydag eraill yn Sir Fynwy!

Edrychwn am bobl i gefnogi pobl yn eu cartrefi eu hunain. Rydym angen pobl sy'n garedig, wrth eu bodd yn treulio amser gyda phobl yn y gymuned, yn rhwydd siarad gyda nhw ac a all feithrin perthynas yn gyflym gyda phobl o bob cefndir. Edrychwn am bobl gyda sgiliau cyfathrebu da a all weithio o fewn y gymuned ac sydd eisiau gwneud gwahaniaeth.

Cynigiwn dâl gwych gydag ychwanegiadau am waith ar y penwythnos a gwyliau banc.

CYFEIRNOD SWYDD: SAS542

LLEOLIAD: Cas-gwent/Cil-y-coed a'r cylch

GRADD: BAND D SCP 9 – SCP 13 £26,409 – £28163 pro rata (Amser a thraean am waith ar ôl 10pm, Amser a chwarter am waith ar ddyddiau Sadwrn, Amser a hanner am waith ar ddyddiau Sul).

ORIAU: Hyd at 35 awr yr wythnos [contract oriau blynyddol]

CONTRACT: Parhaol

GWIRIAD DBS: Oes

Gwybodaeth Ychwanegol

Gofynnir i chi nodi na allwn dderbyn CV

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 SWYDD

TEITL SWYDD: **Gweithiwr Cymorth Adsefydlu Cymunedol (Iechyd a Gofal Cymdeithasol)**

CYFEIRNOD SWYDD: SAS542

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ORIAU: Hyd at 35 awr yr wythnos [contract oriau blynyddol]

CONTRACT: Parhaol

LLEOLIAD: Cas-gwent/Cil-y-coed a'r cylch

GWIRIAD GWASANAETH DATGELU A GWAHARDD (DBS):

Caiff penodiad i'r swydd hon ei eithrio o'r Ddeddf Adsefydlu Troseddwyd ac mae'n amodol ar y gwiriad DBS dilynol: (a) Estynedig gyda Gwiriadau ar y Rhestr Gwahardd rhag Gweithio gyda Phlant/Oedolion.

ATEBOL I: Arweinydd Gofal a Chymorth Ardal

ASESIAD SGILIAU YN Y GYMRAEG:

Byddai sgiliau yn y Gymraeg yn ddymunol

Y Tîm Ailalluogi – pwy ydym ni:

- Rydym yn rhan o'r cyngor a darparwn wasanaethau i bobl sy'n byw yn y gymuned i'w cefnogi i fyw'n annibynnol, diogel a da yn eu cartrefi eu hunain ac i hyrwyddo cysylltiad a chymryd rhan yn ein cymunedau.
- Mae gennym dîm o 160 o staff yn gweithio mewn gwahanol dimau:
 - **Gwasanaethau Ailalluogi** – cefnogi pobl yn y tymor byr i helpu pobl i adennill annibyniaeth a sicrhau y caiff gwasanaethau sydd eu hangen yn yr hirdymor ei teilwra i angen unigol.
 - **Timau Gofal a Chymorth Dementia** – cefnogi pobl gyda dementia a'u gofalwyr i aros yn eu cartrefi eu hunain gan roi cefnogaeth i bobl sy'n hyrwyddo llesiant corfforol, cymdeithasol ac emosiynol.
 - **Tîm Cymorth Gofal Ychwanegol** – cefnogi pobl sy'n byw mewn tai â chymorth i hyrwyddo llesiant corfforol, cymdeithasol ac emosiynol.

Ein Diben:

- Darparu gofal a chymorth (yn y tymor byr) mewn ffordd sydd â ffocws ar yr unigolyn ac yn seiliedig ar yr hyn sy'n bwysig iddyn nhw.
- Helpu pobl i wneud pethau drostynt eu hunain a lle'n briodol i adennill sgiliau a galluoedd y gellid bod wedi eu colli.
- Cefnogi pobl, nid yn unig pan maent angen help, gyda phob agwedd o fyw bob dydd a hyrwyddo llesiant cymdeithasol ac economaidd.
- Lle'n briodol, i gefnogi pobl i ailgysylltu gyda'u cymunedau lleol.

Disgwyliad y Rheolwr o'r Swydd:-

Yn syml, rwy'n edrych am bobl dibynadwy, ymroddedig, cywir a brwdfrydig y mae'r pobl a gefnogwn yn eu haeddu. Rwyf angen hyn oherwydd fod yr hyn a wnawn yn cyfrif.

Dyma'r hyn rwy'n edrych amdano o'r swydd hon:

- Rwyf eisiau i chi ddod â chi eich hun; eich personoliaeth, gwên fawr ac ymdeimlad o hwyl. Rwyf angen i chi ddeall mai 100% yw'r ymrwymiad lleiaf.
- Cefnogi pobl i wneud cymaint drostynt eu hunain ag sydd modd gan weithio mewn ffordd sy'n hyrwyddo gallu ac nad yw'n meithrin dibyniaeth.
- Gweithio'n agos gyda phob aelod o'r Tîm Gwasanaethau Integredig i gefnogi pobl i adennill eu hannibyniaeth lle bynnag sy'n bosibl, gan gyfathrebu unrhyw newidiadau a datblygiadau yn glir.
- Gweithio gyda phobl mewn ffordd sy'n dangos ffocws parhaus ar ganolbwyntio ar bobl a ffocws ar berthynas. Bydd angen i chi dreulio amser yn dod i adnabod y bobl a gefnogwn a datblygu perthynas sy'n cefnogi eich rôl fel 'gweithiwr proffesiynol gydag ymrwymiad yn hytrach na rhywun ar wahân.
- Darparu gofal a chymorth ar gyfer pobl sydd bob amser yn sensitif, cyfrinachol ac yn cynnal urddas y person.
- Dim ond pan fydd angen, i helpu pobl gyda phob agwedd o fyw bob dydd. Mae hyn yn cynnwys gofal personol a ddarperir mewn ffordd sy'n canolbwyntio ar deimladau'r person ac mewn ffordd sy'n troi tasgau yn gysylltiadau cymdeithasol cadarnhaol.
- Gweithio gyda phobl yn seiliedig yn unig ar ddealltwriaeth fanwl o'u hanghenion a'u dymuniadau fel y'u disgrifir gan y person ei hun. Treulio amser yn gwrandao ac ymgysylltu gyda phob person mewn ffordd sy'n ymateb i bwy ydynt.
- Gweithio gyda phobl yn ôl eu nodau a deilliannau clir ar gyfer y person ei hun.
- Gweithio gyda phobl yn eu cartrefi eu hunain mewn modd hamddenol gyda phwyslais ar fynd gyda'r llif yn hytrach na thasgau a threfn.
- Rwyf eisiau i chi fedru cefnogi pobl i goginio (neu baratoi os oes angen) fwydydd maethlon sylfaenol.
- Cefnogi pobl i gadw cysylltiad gyda, ac ailgysylltu, gyda'u ffrindiau, teulu a'r gymuned leol. Bydd hyn yn cynnwys rhoi cymorth corfforol a'r gefnogaeth emosiynol i wneud hyn.
- Gweithio gyda phobl mewn ffordd gadarnhaol sy'n sicrhau y caiff pob elfen reoli o ofal eu dileu ac nad oes dim 'ni a nhw'.
- Rhoi cefnogaeth yn uniongyrchol i'r gofawyr 'anffurfiol' hynny sydd hefyd yn cefnogi'r person.
- Gweithio'n hyblyg gyda phobl. Rhywun sydd ar gael i weithio ar benwythnosau, gwyliau banc, a all gychwyn am 7am yn y bore a/neu sydd ar gael i weithio hyd at 11pm yn y nos.
- Gweithio ar draws gwasanaethau fel sydd angen gan yr Arweinydd Gofal a Chymorth i sicrhau parhad i'r person a gefnogir.
- Bod yn weithiwr allweddol ar gyfer rhai o'r bobl a gefnogwn gan arwain ar gydlynu gyda phobl eraill sy'n ymwneud yn eu cymorth.
- Bydd angen i chi fod yn dda am gyfathrebu. Bydd angen i chi weithio'n agos gyda phobl yn dehongli ac yn deall yr ystod lawn o ffyrdd y mae pobl yn cyfathrebu. Bydd angen i chi ddweud wrth y tîm, drwy arsylwadau a thrafodaeth, am unrhyw bryderon am iechyd a llesiant y bobl a gefnogwn.

- Bydd angen i chi fedru gofyn am (a rhoi cymorth) gan eich cydweithwyr i helpu goresgyn heriau'r math hwn o waith. Bydd angen i chi fod yn gefnogol i'ch cydweithwyr.
- Rwyf angen rhywun sydd yr un mor gysurus yn gweithio fel rhan o dîm ag yw yn gweithio ar ben ei hun.
- Rhywun a all fyfyrto yn barhaus ar eu hymarfer a'u datblygiad personol eu hunain i adnabod lle gellid gwneud pethau yn wahanol neu yn well.
- Mae angen i chi ddeall pwysigrwydd mynychu goruchwyliaeth a chyfarfodydd un-i-un gyda fi, gan sicrhau eich bod yn defnyddio'r holl gyfleoedd i rannu, dysgu a thyfu yn eich swydd. Rwyf angen i chi ddeall pwysigrwydd, a chymryd cyfrifoldeb am, ddysgu a datblygu hunangyfeiriedig yn ogystal ag ymroddiad i bob cyfle hyfforddiant sydd ar gael i chi.
- Mae angen i chi fedru adeiladu perthynas waith effeithiol gydag amrywiaeth eang o bobl.
- Mae angen i chi gefnogi iechyd a diogelwch y bobl yr ydych yn gweithio gyda nhw a chi'ch hunan.
- Rhywun gyda syniadau, sy' n agored i newid a ffyrdd newydd o weithiau. Fodd bynnag, bydd angen i chi ddilyn protocolau penodol a chytunedig yng nghyswllt iechyd a diogelwch, codi a chario a meddyginiaeth.
- Mae angen i chi fod yn hyblyg a deall oherwydd natur y gwasanaethau a ddarparwn y byddwn yn gofyn i chi weithio ar wahanol adegau i sicrhau fod pobl yn derbyn y cymorth maent ei angen.
- Mae angen i chi gwblhau gwaith papur clir, cywir a phrydlon.
- Mae angen i chi ofyn am gyngor a help pryd bynnag nad ydych yn siŵr beth i'w wneud.

Dyma'r hyn y gallwn ei roi i chi:

- Ymdeimlad enfawr o fodlonrwydd a balchder.
- Tâl gwych gydag ychwanegiadau am weithio ar benwythnosau a gwyliau banc.
- Pensiwn.
- Tîm rheoli ymroddedig.
- Hyfforddiant gwych.

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.

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

- Bod yn agored: Anelwn fod yn agored ac onest i ddatblygu perthynas o ymddiriedaeth.
- Tegwch: Anelwn ddarparu dewis teg, cyfleoedd a phrofiadau a dod yn sefydliad a adeiladwyd ar barch at ein gilydd.
- Hyblygrwydd: Anelwn fod yn hyblyg yn ein syniadau a gweithredoedd i ddod yn sefydliad effeithiol ac effeithlon.
- Gwaith tîm: Anelwn gydweithio i rannu ein llwyddiannau a'n methiannau drwy adeiladu ar ein cryfderau a chefnogi ein gilydd i gyflawni ei nodau.
- Tryloywder: Rydym yn agored ac yn onest. Mae pobl yn cael cyfle i gymryd rhan a dweud wrthym beth sy'n bwysig
- Caredigrwydd: Byddwn yn dangos caredigrwydd i bawb y gweithiwn gyda nhw, gan roi pwysigrwydd perthynas a'r cysylltiadau sydd gennym gyda'n gilydd wrth galon pob rhyngweithio

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

Yn ychwanegol at hyn:

Mae'r holl weithwyr yn gyfrifol am sicrhau eu bod yn gweithredu bob amser mewn ffordd sy'n gydnaws â Pholisi Cyfle Cyfartal Sir Fynwy yn eu meysydd o gyfrifoldeb ac fel rhan o'u hymddygiad cyffredinol.

Mae Cyngor Sir Fynwy yn gweithredu polisi Dim Ymysgu yn y Gweithle ac mae disgwyl i'r holl weithwyr i gydymffurfio gyda hyn.

Os ydych angen mwy o wybodaeth am y swydd hon, cysylltwch â:

June Gane, Arweinydd Proffesiynol Busnes a Chymorth

Ffôn Symudol: 07738340023

E-bost: JuneGane@monmouthshire.gov.uk



Manyleb Person

Sut fyddwn yn gwybod os mai chi yw'r person cywir ar gyfer y rôl hon? Fel yr ymgeisydd llwyddiannus, byddwch wedi arddangos y canlynol:-

Nid oes angen profiad cyffredinol ond byddwch yn rhywun sy'n amlwg yn dangos eu hymrwymiad, brwdfrydedd a'u natur ofalgar. Mae gofalu yn ymwneud â chefnogi rhywun i fyw'n dda ac i fyw bywyd naturiol. Mae hyn yn golygu y bydd y gefnogaeth a ddarparwn bob amser yn canolbwyntio ar sut mae person yn teimlo....

Perthnasau	Byddwch yn deall pwysigrwydd perthnasoedd a bod angen adnabod y person, eu profiadau, eu bywyd a phwy ydynt yn awr er mwyn cefnogi pobl.
Galluogi	Bydd angen i chi allu gweithio mewn ffordd sy'n cynnwys y person i gymryd rhan lawn yn eu bywydau gan eu cynorthwyo i osod a chyflawni eu canlyniadau a'u nodau personol beth bynnag yw hyn.
Dull	Byddwch yn defnyddio dull unigol at bob person yn seiliedig ar bwy ydynt a sut maent yn teimlo. Byddwch yn addasu'n barhaus i aros yn y foment ac i gefnogi rhywun yn ôl yr hyn sy'n cyfri.
Argaeledd a Hyblygrwydd	Bydd angen i chi weithio yn ystod y nos gan amlaf ond efallai y bydd angen cymryd rhan mewn asesiadau fel sydd angen yn ystod y dydd.
Hunan	Byddwch yn rhywun sy'n gysurus gyda bod chi'ch hunan yn y gwaith ac yn hunanymwybodol ac agored.
Teimlad	Byddwch yn emosiynol gynnes, gan gynnig agosatrwydd a chydymdeimlad i bob unigolyn.
Ynghyd	Byddwch yn rhywun a all fod yn ffrind i'r bobl a gefnogwn, heb ddim ni a nhw
Ysbrydoli	Byddwch yn angerddol ac yn gadarnhaol; yn gallu gwneud cysylltiad gyda phobl sy'n gwneud gwahaniaeth
Maethu	Byddwch yn rhywun a all roi cysur, sicrwydd ac ymdeimlad o berthyn
Derbyn	Byddwch yn gallu bod yn gadarnhaol am realaeth person a deall y ffaith y gall teimladau gael eu dangos fel gweithredoedd neu eiriau
Digymell	Byddwch yn rhywun sydd yn medru meddwl yn gyflym i ddatrys problemau. Byddwch yn rhywun sydd yn medru newid y foment pan fydd angen.
Tîm	Byddwch yn deall pwysigrwydd eich cyfraniad i'r tîm, gan ddeall fod y canlyniadau a brofir gan y bobl yr ydym yn eu cefnogi yn gwella pan mae'r tîm yn gweithio'n dda gyda'i gilydd. Byddwch yn medru ar y gallu i gyfathrebu yn agored gan wrando ar syniadau pobl eraill.
Cefnogi	Byddwch yn gysurus i fynegi eich emosiynau eich hun a chefnogi pobl eraill gyda'u hemosiynau hwythau.
Tyfu	Bydd angen i chi fod yn agored i ddysgu, herio a hunanfyfrio.
Cymwysterau	Nid oes angen cymhwyster i wneud cais am y swydd hon ond mae'n rhaid i chi fod yn barod i wneud QCF Lefel 2 mewn Gofal.

FFRAMWAITH SGILIAU YN Y GYMRAEG

LEFEL 1

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

DEALL	SIARAD	DARLLEN	YSGRIFENNU
<ul style="list-style-type: none"> ➤ Gall ddeall cwestiynau syml: lle mae cyfarfod xxx, pwy yw'r person y dymunant ei weld. Gall ddeall i bwy i drosglwyddo galwad ffôn ac yn y blaen. 	<ul style="list-style-type: none"> ➤ Gall ynganu enwau lleoedd ac enwau personol yn gywir. ➤ Gall gyfarch unigolion wyneb yn wyneb neu dros y ffôn. ➤ Gall agor a chau sgwrs neu agor a chau cyfarfod. 	<ul style="list-style-type: none"> ➤ Gall ddarllen brawddeg fer, e.e. arwyddion syml, cyfarwyddiadau syml, eitemau agenda, gwybodaeth syml ar ffurflenni. 	<ul style="list-style-type: none"> ➤ Gall agor a chau neges e-bost neu lythyr. ➤ Gall ysgrifennu enwau personol, enwau lleoedd, teitlau swyddi. ➤ 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
<ul style="list-style-type: none"> ➤ Gall ddeall pan mae pobl yn siarad yn araf am sefyllfaoedd bob dydd e.e. rhoi gwybodaeth bersonol, siarad am beth fuont yn ei wneud, yr hyn yr hoffent ei wneud, sut y teimlant yn gyffredinol ➤ Gall ddeall pan mae pobl yn gofyn iddynt wneud rhywbeth 	<ul style="list-style-type: none"> ➤ Gall gyfathrebu gwybodaeth syml neu ofyn cwestiynau cyffredin, e.e. cael gwybodaeth gan unigolion. ➤ Gall ddefnyddio'r Gymraeg i gyrraedd a dangos empathi gydag unigolyn ond dim i gynnal yr holl sgwrs neu sesiwn yn y Gymraeg. ➤ Gall gynnal sgwrs fer gydag unigolyn neu gyfnewid gwybodaeth cymharol syml. ➤ Gall gyfrannu at gyfarfod ond bydd angen troi i'r Saesneg ar gyfer termau arbenigol. 	<ul style="list-style-type: none"> ➤ Gall ddarllen negeseuon byr a rhai llythyrau neu negeseuon e-bost, e.e. rhai sy'n gwneud cais neu'n gofyn am gyfleu neges 	<ul style="list-style-type: none"> ➤ Gall ysgrifennu neges fer at gydweithiwr yn gofyn cwestiwn, yn diolch iddo/iddi, esbonio rhywbeth e.e. amser a lle cyfarfod ➤ 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 sgwrsiau 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"> ➤ Gall ddeall unigolion a chydweithwyr wrth gyfnewid gwybodaeth neu drafod cynlluniau, os yw'r pwnc yn gyfarwydd. ➤ Gall ddeall trafodaeth mewn cyfarfod os yw'r pwnc yn gyfarwydd. ➤ Gall ddeall unigolion a chydweithwyr mewn sefyllfa gyfarwydd neu mewn sgwrs bob dydd. 	<ul style="list-style-type: none"> ➤ Gall gymryd rhan yn y rhan fwyaf o sgwrsiau gyda chydweithwyr am waith a chynlluniau os nad yw'r eirfa yn rhy dechnegol. ➤ Gall gynnal sgwrs gydag unigolyn neu gyfnewid gwybodaeth cymharol syml. ➤ Gall gyfrannu at gyfarfod ond gall fod angen troi i'r Saesneg am dermau arbenigol. 	<ul style="list-style-type: none"> ➤ Gall ddeall y rhan fwyaf o negeseuon e-bost neu lythyrau'n ymwneud â gwaith dydd i ddydd. ➤ Gall ddyfalu ystyr gair yn seiliedig ar gyddestun os yw'r pwnc yn gyfarwydd. ➤ Gall ddarllen erthygl syml a rhwydd mewn papurau newydd neu fathau o ddeunydd ysgrifenedig mewn cylchgrawn. 	<ul style="list-style-type: none"> ➤ Gall ysgrifennu llythyr neu neges e-bost 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.



➤ Gall addasu cywair iaith i weddu i'r gynulleidfa.

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
➤ Gall ddilyn y rhan fwyaf o sgysiau a thrafodaethau gydag unigolion neu gydweithwyr hyd yn oed os yw'r deunydd pwnc yn anghyfarwydd.	<ul style="list-style-type: none"> ➤ Gall gyfrannu'n effeithlon at gyfarfodydd mewnol ac allanol mewn cyd-destun gwaith. ➤ Gall sgwrsio'n gysurus gydag unigolion a chyfnewid gwybodaeth fel sydd angen. ➤ Gall ddadlau dros ac yn erbyn achos penodol. ➤ Gall gadeirio cyfarfodydd ac ateb cwestiynau o'r gadair yn hyderus. 	<ul style="list-style-type: none"> ➤ Gall ddarllen y rhan fwyaf ohebiaeth a bwrw golwg ar destunau hir i ganfod manylion. ➤ Gall ddeall y rhan fwyaf o erthyglau ac adroddiadau papur newydd gyda chymorth geiriadur. ➤ Gall ddeall testunau, os na ysgrifennwyd mewn dull ffurfiol iawn neu dafodieithol. 	➤ 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 fyrfyr, rhugl ac yn fanwl, gan addasu'r iaith i weddu i'r gynulleidfa.

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