



Gwasanaeth Cynnal Gofalwyr / Carers Outreach Service

Manyleb Person: Swyddog Cefnogi Gofalwyr

Hanfodol

- Profiad o asesu ac ymateb i anghenion pobl
- Gallu a hyder i arwain
- Y gallu i adeiladu a chynnal perthnasau gweithiol cryf ac effeithiol
- Sgiliau trefnu a'r gallu i weithredu a chynnal systemau a gweithdrefnau
- Y gallu i flaenoriaethu a rheoli amser ac adnoddau
- Y gallu i weithio ar ben eich hunan ac fel aelod o dîm
- Y gallu i ddefnyddio ysgogiad eich hun a gweithio'n greadigol ac yn hyblyg er mwyn cyflawni nodau'r swydd hon
- Profiad o weithio wyneb yn wyneb ag aelodau o'r cyhoedd a chyfathrebu â nhw
- Y gallu i ddarbwylo a dylanwadu ar bobl
- Y gallu i gyfathrebu'n effeithiol mewn Saesneg a Chymraeg, ar lafar ac yn ysgrifenedig
- Sgiliau TG
- Ymwybyddiaeth o anghenion gofalwyr, o amcanion Gwasanaeth Cynnal Gofalwyr ac ymrwymiad i'r gwaith
- Dealltwriaeth o Gyfle Cyfartal a sut mae'n berthnasol i waith mudiad gwirfoddol

Dymunol

- Dealltwriaeth o faterion gofalwyr
- Profiad o sefydlu ac arwain prosiectau
- Profiad o weithio'n agos gyda'r sectorau iechyd a gofal cymdeithasol

Priodoleddau

- Ymrwymiad personol cryf i ofal cymdeithasol o ansawdd rhagorol
- Gallu blaenoriaethu gwaith eich hunan a bod yn bro-weithredol
- Yn sensitif i anghenion eraill wrth weithio gyda thîm aml-ddisgyblaethol
- Parodrwydd i weithio oriau anghymdeithasol pan fo'r angen
- Person brwdfrydig a chymdeithasol tu hwnt sy'n gallu ysgogi eraill

Person Specification: Carer Support Officer

Essential

- Experience of assessing and responding to people's needs
- Leadership ability and confidence
- Ability to build and maintain strong and effective working relationships
- Organisational skills and ability to implement and maintain systems and procedures
- Ability to prioritise and manage time and resources
- Ability to work on own and as a member of a team
- Ability to use initiative and work creatively and flexibly to achieve the objectives of the post
- Experience of working face to face with and communicating with members of the public
- Ability to persuade and influence people
- Ability to communicate effectively in English and Welsh, both orally and in writing
- IT skills
- Awareness of the needs of carers, of the aims of Carers Outreach Service and a commitment to the work
- An understanding of Equal Opportunities and how it applies to the work of a voluntary organisation

Desirable

- Understanding of carers' issues
- Experience of setting up and leading on projects
- Experience of working closely with the health and social care sectors

Attributes

- Strong personal commitment to excellent quality care
- Ability to prioritise own work and be pro-active
- Sensitivity to needs of others when working with a multi-disciplinary team
- Willingness to work unsociable hours if needed
- Enthusiastic, highly personable and able to motivate others