

Position Description

- Position title:** Senior Support Worker - Employability
- Business unit:** COPE Ltd
- Manager:** Employability Manager
- Purpose of role:** Work alongside the Employability Manager at COPE Ltd - to support people with learning disabilities or autism to maximise their skills in a supportive and inclusive work environment. Support operational duties, attend Community Care reviews, assist with referral processing, and to work with all stakeholders and family members.
- Organisation aim:** Everyone regardless of disability should have the opportunity to work if they wish. Given the right conditions, all adults have the potential to contribute to our local economy and in doing so will learn to value themselves and others.
- Organisational values:**
- Respect** - We recognise each other's differences and show consideration for one another.
 - Equality** - We believe that everyone contributes equally to the success of our organisation and as such will be valued and appreciated.
 - Fairness** - We are committed to the principles of social justice and opposing prejudice.
 - Excellence** - We believe in working hard to ensure we are the best we can be for our participants, staff and customers.
 - Accountability** - We account for our activities, accept responsibility for them, and to share the results in a transparent manner.

Reporting structure:

Position title of direct manager: Employability Manager regarding Participant and Supported Employees. Work closely with Team Leaders regarding support workers and business unit matters.

Position titles that report to this position: Nil

Key responsibilities:

Work to deliver the strategic direction, vision, culture and goals set by COPE Ltd Board of Directors by taking responsibility to:

- 1.1 Work as part of a team to contribute to the overall sustainability of COPE Ltd in line with the organisational business plan.
- 1.2 Work cohesively as part of a team to support adults with learning disabilities grow skills in relation to learning, employment and life.
- 1.3 Support the coordination and review of support for participants and supported employees.
- 1.4 Maximise supported employee and participant independence and assist individuals in realising their potential by providing support and guidance.
- 1.5 Support the referral process for individuals with learning disabilities.
- 1.6 Support effective partnerships with regard to employability services.
- 1.7 Attend multi-disciplinary review meetings as required.
- 1.8 Contribute to the effective and safe delivery of services by adhering to all COPE Ltd policies and procedures at all times.
- 1.9 Uphold your responsibilities in line with all health and safety requirements including Personal and Protective Equipment requirements within all designated business units.
- 1.10 Maintain a good level of fitness as some tasks within the role may require physical wellbeing.
- 1.11 Carry out any other duties required by the Board of Directors in line with COPE Ltd's operational plans.

Skills required:

- Good General Education / SVQ in related field or tertiary qualification
- Experience of supporting people with disabilities and/or experience in a related business field
- Experience of employability / skills development
- Experience in developing and maintaining supportive relationships with participants, customers and colleagues
- To work effectively within a team to provide individualised, outcome-focused support.
- Work within company policy and procedures and industry standards.
- A full clean UK driving licence.
- Obtain and maintain PVG requirements.

Competencies required:

- Ability to communicate effectively; work collaboratively and positively with a wide range of colleagues, customers and stakeholders.
- Ability to support successful partnership working.
- Ability to support and uphold equality, diversity and inclusion when supporting people with learning disabilities to play an active role within a business setting.
- Ability to be flexible, creative and a positive role model.