

### Position Description

<b>Position title:</b>	Support Worker
<b>Business unit:</b>	COPE Ltd
<b>Manager:</b>	Team Leader
<b>Purpose of role:</b>	To appropriately support people with learning disabilities to gain maximum independence, feel valued and develop meaningful skills within the work environment.
<b>Organisation aim:</b>	Everyone regardless of disability should have the opportunity to work if they so 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.
<b>Organisational values:</b>	<p>Respect - We recognise each other's differences and show consideration for one another.</p> <p>Equality - We believe that everyone contributes equally to the success of our organisation and as such will be valued and appreciated.</p> <p>Fairness - We are committed to the principles of social justice and opposing prejudice.</p> <p>Excellence - We believe in working hard to ensure we are the best we can be for our participants, staff, and customers.</p> <p>Accountability - We account for our activities, accept responsibility for them, and to share the results in a transparent manner.</p>
<b>Reporting structure:</b>	
Position of direct manager:	Team Leader
Positions that report to this position:	Nil

# COPE Ltd

## Enterprising People

### Key responsibilities:

- 1.1 Work cohesively as part of a team to support adults with learning disabilities grow skills in relation to learning, employment and life
- 1.2 Follow daily work schedule set down by the Team Leader in relation to business units' requirements.
- 1.3 Ensure that all COPE Ltd products are prepared and presented for sale and delivered to a high standard.
- 1.4 Contribute to the effective and safe delivery of products and service by always adhering to all COPE Ltd policies and procedures.
- 1.5 Uphold your responsibilities in line with all health and safety requirements including Personal and Protective Equipment requirements within your designated business unit.
- 1.6 Assist individuals to realise their potential by providing support and guidance, as defined by the Team Leader and Employability Manager, to support development and maintenance of core skills including:
  - Planning and organising
  - Teamwork
  - Communication skills
  - Literacy and numeracy
  - Self-awareness
  - Confidence
  - Decision making
- 1.7 Pass on improvement ideas and identify arising problems in relation to the smooth and effective running of the business unit to the Team Leader and Business Manager.
- 1.8 To perform any other duties required in line with COPE Ltd operational plans.

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### **Desirable Skills and Competencies:**

- Experience of supporting people with disabilities and/or experience in a related business field
- Ability to work effectively within a team to provide individualised, outcome-focused support.
- Uphold equality, diversity and inclusion when supporting people with learning disabilities to play an active role within a business setting.
- Ability to communicate effectively; work collaboratively, positively, and widely with colleagues, customers, and stakeholders.
- Work within set policy and procedures and industry standards.
- Maintain a satisfactory level of fitness as some tasks within the role may require physical wellbeing.
- Ability to be flexible, creative and be a positive role model.

### **Essential Requirements:**

- Ability to obtain and retain PVG for supporting vulnerable adults.