

Hope Woodwork Support Worker Job Description

Job Title: Part Time Support Worker (up to 20 hours)

Reports to: Hope Woodwork General Manager

Background:

Hope Woodwork is a project of Kingdom Way Trust established to provide training for people who have a desire and willingness to find a pathway into paid employment, or meaningful activity for people who would benefit from the routine and structure of a workplace environment. Hope Woodwork offers skills training, provides a safe and supportive environment that equips people for work, helps restore self-worth and build confidence, recycles and reuses waste wood and provides volunteering opportunities.

We aim to provide a service which reflects the real world of work but which is tailored to individual needs.

Hope Woodwork trainees aim to gain confidence, overcome anxiety issues, put a routine in place, learn new skills and ultimately find paid employment for those where this is appropriate. Some people come with pre-existing carpentry skills but have lost the ability to use these skills confidently in the workplace. Some people find interaction with work colleagues stressful. Some need to be introduced or re-introduced to the routine of fixed hours and expectations of them. Some need to keep busy to avoid temptation and prevent relapse.

Hope Woodwork provides a gentle re-introduction to work and a supportive environment for people who need the above. Some aims and outcomes are tangible in terms of increasing skill levels and finding paid employment. Others are less tangible but help people on their recovery journey.

Overall role:

The Support Worker will work with trainees at Hope Woodwork, encouraging them to move forward in a consistent and intentional way.

The responsibilities include:

To enable trainees to discover skills, attitudes and values that will give substance to their hope for a better future. To encourage the development of their practical, social and spiritual lives.

To provide complimentary support to the trainees at Hope Woodwork alongside the technical training they receive. This support will involve getting to know the trainees and being aware of issues which may affect their progress. There will be a need to maintain good relationships with other agencies in order to refer people to other services and facilitate them referring into our service.

Areas of Responsibility

- To assist in the provision of support by creating a safe, supportive and structured environment and be an example of faithful Christian living.
- To maintain sound working practices to ensure the welfare, safety and protection of trainees.
- To be involved in the interview, assessment and selection of potential trainees.
- To assist in supporting individuals in designing and developing their individual support plans and encourage them to maintain them.
- To contribute to the monitoring of progress, assessment and maintenance of records, using the relevant tools and forms as outlined in Hope Woodwork's policies and procedures.
- To develop the individuals' practical skills for working and socialising at Hope Woodwork and in the wider community.
- To provide written reports on trainee progress, including case studies.
- Obtain feedback and evaluation from any trainee who is leaving and record case studies of what they have moved on to.
- When requested, to pray with and give advice in accordance with Biblical principles and truths, in a manner which is sensitive to others wishes and feelings.
- To link with statutory bodies, agencies and other groups in order to both refer trainees to an additional service/programme or facilitate referrals into our services/projects.
- To attend meetings and contribute to assessments/reviews as required.
- To communicate concerns relating to the safety and well-being of trainees in a timely and appropriate manner.
- To engage in staff training and supervision arrangements. To participate in performance review and appraisal in line with Kingdom Way Trust policy.
- To undertake any other tasks deemed relevant to the job purpose as required.