



**This is our common ground**

*Project's Main purpose is to assist all vulnerable people by providing access to a comprehensive package of goods and services. The intervention's ultimate objective is enhancing vulnerable population's integration into the Greek society by empowering them and cultivates feelings of solidarity, tolerance and respect among the different communities living in the center of the city.*

*Within this scope, the Centralized Social Service aims to ensure that all walk-in and referred Beneficiaries have access and get support within the capacity of the Center (Services) and the associated to Center Support Opportunities (In kind, Cash CARE Project, Accommodation SN Projects).*

## **JOB DESCRIPTION**

**Job Title: SN/ASC Lawyer** – Δικηγόρος Διευρυμένης Κοινωνικής Υπηρεσίας Κέντρου Αλληλεγγύης Αθήνας

**Status:** Full Time (morning or evening shift)

**Location:** Athens

**Position Summary:** The Lawyer is expected to provide legal counseling and case management for all walk in ASC beneficiaries or referred beneficiaries, including from the mobile teams, while identifying vulnerabilities as to link up eligible cases with support and aid available. The lawyers will facilitate the implementation of CARE-SN protection programme.

### **Position within the Organization:**

Hierarchical Responsible: Legal Service Team Leader

Functioning Lines: ASC Facilitator- Reception Coordinator, ASC Officers, Social Workers, Legal Aid Team Members, SN Accommodation Projects, Implementing Partners Social Services

### **Responsibilities**

- **Legal Services Provision**
  - Provide individual counseling on e.g. the asylum procedure/international protection/refugee laws and individual rights follow up on cases regarding the European Relocation scheme, Family Reunification, and other cases that need legal assistance

- Provide legal assistance in administrative procedures regarding issuing of birth certificate, tax number, work permit and the like
  - Handle the identified legal cases from the sites
  - Undertake legal cases and legally represent to the court (depending on the availability of resources in this area)
  - Ensure referrals internally and externally
  - Identify vulnerabilities and facilitate their access to available aid
- **Data base and Case related info management**
- Filling and registering all cases and actions to the Database
  - Brief and Full Social -Legal History taking
  - Updating the hard and electronic files per case
  - Maintain hard and electronic files archive updated
  - Perform entries in the data base system as required by the above Mentioned tasks
- **Other Duties**
- *Collaborate with appointed persons for CASH Support, Accommodation, in kind aid or any other additional provision available*
  - Work with mobile teams to provide basic outreach information on refugee legal rights to beneficiaries
  - Participate in Field Trips and Assessments as requested and directed by Supervisor
  - Brief and debrief beneficiaries for running programs availability and inform for any relevant change
  - Perform other duties, related to the basic Job Description as requested by the Supervisor

## **Required qualifications and skills**

### Essential

- Legal Studies Degree
- Lawyers Permission of Work
- 3-5 years working experience in practicing Law (at least 6 months in project serving refugees and migrants population)
- Cross Cultural Awareness and sensitiveness
- Awareness and ability to work with survivors of Gender-based Violence and the sensitivities and confidentiality measures that this involves.
- Computer literate & numerate
- Well organized and efficient
- Good interpersonal, team working & communications skills
- Understanding and willingness to promote gender equality and understand different vulnerabilities, needs and capacities of men, women, boys and girls
- High professional ethics, including strict confidentiality of clients
- Native in Greek
- Fluent in English (both written and spoken)

### **Desired**

- Specific Studies or Proven Engagement in Refugee Focused Projects (e.g Assessments, Surveys, Missions in Islands or to the borders)

- Previous working experience with local or international NGOs will be considered as a strong advantage

***Interested Candidates shall submit in a single document their Resume/CV with an intro Text (motivation) in English: [recruitment@solidaritynow.org](mailto:recruitment@solidaritynow.org)***

***Both the Document and the e mail shall have as title the ASC- Job title followed by their Surname:***

***E.g ASC LAYWER- GEORGIU - Please follow the Titling System for your application to be considered***

**Not later than by Sunday 11<sup>h</sup> of September**