

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

Within this scope 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 – Επικεφαλής Δικηγόρων Διευρυμένης Κοινωνικής Υπηρεσίας

Status: Full Time (morning or evening shift)

Location: Athens

Position Summary: the lawyers' team leader will 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' team leader will monitor attendance of other lawyers from the legal team and consolidate attendance sheets. The lawyers team leader will facilitate the implementation of CARE-SN protection programme.

Position within the Organization:

Hierarchical Responsible: Extended Social Service Coordinator

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

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
- Plan Organize and Supervise the provision of legal consulting/aid

- 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

Monitor attendance of other lawyers from the legal team and consolidate attendance sheets

- **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

- **Networking and collaboration**

- *Cultivate and maintain an active collaboration link with other Social Services-NGOs and Governmental Actors within the scope of the project*

- **Reporting**

- *Monitors and consolidates information collected from weekly and staff activity reports, case management supervision records etc.*
- *Ensure the provision of high-quality CARE and donor reports on activities, indicators and achievements within the established framework (narrative and statistics) to the Solidarity Centre Manager and the Solidarity Now Legal Advisor.*

- **Other Duties**

Represent Team in external Meetings and WGs as requested by Supervisor

- *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)
- Familiar with Refugee and Migration Law (Asylum processes, Relocation –new Law)
- 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.

- High professional ethics, including strict confidentiality of clients
- Understanding and willingness to promote gender equality and understand different vulnerabilities, needs and capacities of men, women, boys and girls
- Computer literate & numerate
- Well organized and efficient
- Good interpersonal, team working & communications skills
- Native in Greek
- Fluent in English (both written and spoken)

Desired

- Field Working Experience entry points , Camps/Temporary Settlement or mobile units serving refugee population
- 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

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 Friday 9th of September