Funded by
European Union
Humanitarian Aid
and Civil Protection

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 Social Worker – Κοινωνικός Λειτουργός

Status: Full Time (morning or evening shift)

Location: Athens

Position Summary: The Social Worker is expected to ensure provision of information and counseling for all walk in beneficiaries or referred beneficiaries, while identifying vulnerabilities as to link up eligible cases with support and aid available. The social workers will facilitate the implementation of CARE-SN protection programme.

Position within the Organization:

Hierarchical Responsible: Social 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

- ***Social Services Provision***

- Assess needs of beneficiaries and develop an intervention/pathway plan ensuring special needs of most vulnerable are identified and addressed
- Provide adequate information on available services and relevant procedures
- Provide comprehensive package of Social Services to the beneficiaries in (and if requested out) of ASC Premises
- Providing F2F Counseling, Guidance
- Ensure referrals internally and externally and follow up on referrals whilst always respecting confidentiality
- Identify particularly vulnerable individuals/groups and facilitate their access to available aid
- Perform occasional field visits /FU visits to houses of beneficiaries

- ***Data base and Case related info management***

- Filling and registering all cases and actions to the DataBase
- Brief and Full Social 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 cohesively with CARE colleagues to ensure referrals are made efficiently and in a confidential manner.*
- 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 any other relevant task as requested by Supervisor

Required qualifications and skills

Essential

- Social Workers Degree
- Social Workers Permission of Work
- 1-3 years experience in Relevant Position (at least 6 months in project serving refugees and migrants population)
- Familiar with Refugee and Migration Issues (Asylum processes, Relocation –new Law)
- Cross Cultural Awareness and sensitiveness
- Experience/awareness of working with survivors of Gender-based Violence.
- Computer literate & numerate
- Well organized and efficient
- Good interpersonal, team working & communications skills
- High professional ethics, including strict confidentiality of clients
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- Understanding and willingness to promote gender equality and understand different vulnerabilities, needs and capacities of men, women, boys and girls
- 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- GEORGIOU - Please follow the Titling System for your application to be considered

Not later than by Friday 9th of September