

### VACANCY TYPE III

- **Project title:** Housing programme for people applying for international protection ESTIA II
- **Specialization:** Social Scientist
- **Position requirements:**

#### **Managing various tasks**

- Accompanying the people profiting from the programme to various public services and mediating between them and the state authorities.
- Paying frequent visits to the housing premises.
- Managing and coordinating dispatches.
- Interviewing the petitioners and investigating their medical and psychological background in close collaboration with the respective department of the organization (Department of psychosocial health)
- Scheduling and keeping/following the meetings with people profiting from the programme.
- Filling in applications and formulating documents and certifications in public services (IRF offices /ΔΟΥ, Employment offices/OAEΔ, Public facilitation offices/ ΚΕΠ, etc)
- Mediating between the people profiting from the programme and some lawyers regarding the asylum cases.
- Coordinating the care for the people profiting from the programme along with the personnel of HOPELAND AMKE, and other external partners or specialists, where necessary.
- Updating the data in the digital archive on a daily basis.
- Offering additional documents for further services, when necessary.
- Collaborating with professionals offering other kinds of services on a daily basis.

- **Qualification and Experience**

- **University Degree in Social Functions, Social/Political Sciences or Sociology or Anthropology, along with a professional license.**

-At least two years of relevant experience.

- Experience in working with refugees and immigrants will be an asset.

- Cultural sensitivity and excellent communication skills.

-Crisis and emergency management.

- Team Work capacity.

- Computing skills (Word, Excel και Outlook).

- Good knowledge and communication skills in Greek and English both written and oral is absolutely necessary.

- A Masters' degree in a relevant field will be considered an asset.

### **How to Apply**

Application and CV where the studies, the previous experience and everything else might appear useful for evaluating the applicant. The application will be submitted electronically at **info@hopeland.com.gr**

Successful candidates have to submit the necessary documents when asked to by the respective functionaries of HOPELAND AMKE.