WORK WITH US

**2 ACCOMPANIENMENT FOCAL POINT**

Duty Station: **Thessaloniki**

**Purpose/objective of the position**:

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He/she is responsible for gathering and spreading information, booking appointments, assisting PoCs during appointments in hospitals and public services, making PoCs familiar with the procedures of public services and providing the right information to the Protection team.

He/she is expected to be honest and transparent and keep the necessary level of confidentiality on information acquired on the job.

**Monitoring and Reporting**

* Provide regular progress reports to coordinator and other focal points where required
* To provide on daily, weekly and monthly basis the updated requirements to the Coordinators, Protection team and other Actors.

**Specific Tasks Related to the area of medical services**

* **Booking appointments at the right department.**
* **Accompany patients to the hospitals during appointments and emergency situations.**
* **Receiving results of examinations and getting instructions by the doctors for the follow up as well as informing the patients accordingly.**
* **Provide regular feedback to Protection team, Coordinators and specific Actors.**
* **Filling daily reports and ensuring correct filing of documentation.**
* **Provide specific assistance to PWSN requiring additional support by providing services when it’s needed and giving the necessary instructions. This may include orientation to independent use of service, support in provision of acquisition and use of medication.**
* **To accompany and progressively independently introduce and orient PoCs with the procedures of medical services.**

**Specific Tasks Related to the area of Public Services**

* **To assist PoCs to fulfil the necessary requirements and procedures to receive AMKA (social number) AFM (tax number). The procedures and requirements include visits of Municipality / Government and Medical offices.**
* **To assist in the orientation of PoCs to other required mainstream services related to documentation e.g. public registry**

**Human Resources and Personnel Management**

* Ensure the creation and maintaining of respectful and positive working relationships, which allow for the effective implementation of all activities.

**Finance and Administration**

Comply with all established procedures for financial management

**Other**

**Perform other tasks and duties as required in order to ensure a correct implementation of project activities**

**Skills**

* Excellent communication skills
* Flexibility and adaptability
* Able to work under pressure
* Service oriented

**Education and past experience**

* Degree in social sciences or in the medical field
* At least 1 year working experience with NGOs
* Past experience in a similar job will be an asset

If you are really interested in the position, please send your **CV** in **English** accompanied by a **Cover Letter**, until **Sunday 10/03/19**, to: **jobs@intersos.gr**

Only **shortlisted candidates** will be informed in case of interview appointment.