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 Wothouq e.V.

 Women’s Community Center

**Vacancy Position: Social-protection manager for Women’s Legal & Community Center, Izmir**

**Title:** Social-protection manager (female preferred)

**Program:** Wothouq Women’s Legal & Community Center

**Location:** Izmir, Turkey

**Type of contract:** Full-time position; four months with possibility of extension

**Estimated start date:** January 2020

**Job Description**

Wothouq, a Women’s Legal & Community Center, is a project founded by a group of individuals that will be focusing on supporting refugee and migrant women with starting a new life in Izmir, Turkey. The center is in the process of being set up and will be opened in January of 2020.

The center will offer coordinated legal, psychological and social support with the aim to tackle everyday issues and to facilitate daily life.

Above all that, the center will be available to women as a free, open and participatory space, as well as a place of meeting, exchange, mutual learning and common activities where everyone has a feeling of belonging, security and trust.

Apart from the above-mentioned services, a program fostering integration and the women’s autonomy will take place. Concretely, language-classes and activities such as joint cooking will provide a meeting-point between locals and refugees, while trainings on the production of goods shall provide the women with valuable skills to enhance their independency.

The center will include a separate area for child-care, in order to enable also women with children to participate in the centers’ program.

The social protection manager will support the clients in coping with everyday tasks by mediation with and accompaniment to institutions and other service providers in the fields of health, education, social assistance, work, and all other bureaucratic tasks; such as applying for social benefits or registering for performance tests. In times where the psychologist is absent from the center, the social-protection manager will replace the psychologist and be the competent authority to ensure the implementation and enforcement of the center’s protection plan and thereby also the first contact person for any social concerns within the center and its community.

Additionally, the social-protection manager will be present in the center as contact-person for any further issues arising.

Task of the whole team of the center’s psychologist, social worker and the lawyer are to work in close coordination in order to find individual case by case solutions for the daily issues of clients.

**Responsibilities and Duties:**

* Receive clients in the office at the center and/or visit if required
* Assist clients in dealing with everyday issues in the fields of health, education, social assistance and work (which includes referring and accompanying clients to institutions/service providers and to deal with bureaucratic tasks)
* Prepare and carry out info-sessions for center on topics relevant to life in Izmir
* (Vicarious for psychologist) Oversee implementation of protection guidelines; be the contact person in the center and help establishing good, respectful communication with everyone in the center
* Work in a team alongside the lawyer and the psychologist
* Attend regular coordination-meetings of whole team

**Qualifications Required:**

* Degree in Social Work/Social Service/or another related field
* Basic knowledge in social and labor laws (for international protection seekers)
* Profound knowledge on social services and further facilities in Izmir
* Well-established connections to various institutions and organizations
* Experience working with women and with vulnerable groups; preferably experienced with issues on life in exile
* Fluent in Turkish (speaking) [additional language Arabic preferred, English also a bonus]
* Excellent communication skills

Please send a CV and motivation-letter until latest of **25th of December** to: info@wothouq.org

For more information please visit

Homepage: <https://www.wothouq.org/>

Facebook: <https://www.facebook.com/wothouq/>