

Community Organiser / Transgender Care Coordinator

Choices Support Center (Choices) is looking for a community organiser / transgender care coordinator for our national LGBTQ+ asylum seeker prevention services (16 hours per week). Preferred languages English, plus one additional including Dutch, Arabic, or Russian

- I. Scope of work responsibilities:
The selected candidate will have knowledge and experience managing and coordinating outreach, community organising and knowledge or personal experience with transgender asylum seeker needs and issues. Will provide and manage Choices services for transgender asylum seekers and status holders. Will have knowledge of various services in the Netherlands/Amsterdam, for the LGBTQ+ community, including the transgender community, has group facilitation skills, peer counselling / coaching skills, and keeping notes and files.
- II. Specific duties and tasks will include:
 - o Successfully mobilise asylum seekers and status holders living in the designated AZCs Choices visits and through helpline calls to participate in Choices services.
 - o Provide peer counselling in groups in designated asylum centres,
 - o Provide peer counselling in scheduled individual sessions at AZCs, online, and in Choices office.
 - o Mobilise and recruit transgender residents living in AZCs to call the transgender helpline.
 - o Mobilise and recruit transgender asylum seekers and status holders to participate in Choices services including workshops and events you organise in collaboration with Choices partners.
 - o Assist transgender asylum seekers schedule appointments for medical consultations.
 - o Organise four educational workshops for transgender asylum seekers and status holders.
 - o Recruit and manage one volunteer to assist with transgender services such as volunteering for the helpline, arranging appointments with Choices doctor and inform clients about other transgender related care services.
 - o Work collaboratively with Choices partner organisations to ensure that clients have access to all necessary medical and supportive services
 - o Serve as a liaison between other agencies as needed.
 - o Represent the agency in committees and various meetings as assigned/needed.
 - o When appropriate will participate in agency research and evaluation activities.
 - o Ensure client charts have all required documents and meet national and EU regulations.
 - o Other related duties as assigned.
- III. Work qualifications/experience:
 - o Minimum of one year work experience with refugees / asylum seekers.
 - o Have or had contact with staff working at COA, GZA, VWN, GGD and IND.
 - o Knowledgeable of asylum centers method of operating and refugee status process.
 - o Excellent documentation, record keeping and reporting skills.
 - o Strong organizational, writing, presentation, communication, and computer skills.
 - o Possess the ability to coordinate multiple tasks occurring concurrently.
- IV. Choices offers:
 - o A contract of assignment as an independent worker for at least 16 hours per week.
 - o To be paid a negotiated hourly fee based upon work experience and skills.
 - o An opportunity to grow within the organisation and participate in developing services.