

## **Call for a medical coordination in Athens**

### **Start and Duration:**

**01.12.2025 – at least 6 months preferred 12 months**

### **Location: Athens/Greece**

**Salary: Honorary 800€/ month (Greek contract may be possible)**

For our Athens project, we are seeking a new Medical Coordinator to join our mission. Greece, positioned on the eastern border of the European Union, has long been a primary entry point for refugees and migrants striving to reach Europe via the Mediterranean. Most individuals arrive from Turkey, navigating the perilous Aegean Sea to reach Greek shores. Unfortunately, local medical care for those on the move is often inadequate, prompting us to establish multiple support locations for those in need.

As the Medical Coordinator, you will provide dynamic technical leadership to a diverse team of dedicated professionals, including doctors, nurses, paramedics, medical students, physiotherapists, and interpreters. Your role will be crucial in ensuring that timely and effective clinics are delivered to our patients. You will leverage your up-to-date knowledge of referral options to guarantee that the highest standard of care is provided. Given that many of our volunteers commit for short periods (a minimum of two weeks), your guidance will be essential in helping them navigate the complexities of both the Greek healthcare system and international non-governmental organizations (INGOs).

In this position, you will also maintain strong partnerships and foster close collaboration with the country coordinator. Above all, you will stand up for human rights and advocate for those who often go unheard. Join us in making a meaningful impact on the lives of vulnerable individuals seeking safety and dignity.

### **Key Responsibilities for Volunteers:**

- Monthly scheduling and planning.
- Conduct operational and technical inductions to ensure short-term Medical Volunteers have a solid understanding of the program.
- Support Volunteer Interpreters in adapting to medical settings, including comprehension of terminology and effective interpretation alongside medics.
- Oversee daily operations of mobile medic teams during clinics, street, and camp outreach, ensuring proper equipment, patient records, and decision-making.



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- Mentor Volunteer medics to ensure safe and efficient clinics, serving as the primary resource for complex decisions or referral pathways.
- Maintain and enhance medical referral options for complex or chronic patients, providing updates and mentorship to Volunteer teams on established pathways.
- Lead patient referrals by mentoring responsible medics and facilitating discussions during Team Meetings.
- Identify new clinic opportunities or assess current ones, regularly reporting on impact, numbers, and demographics using our demographics database.
- Manage medical casework.

#### **Key Responsibilities for Partners & External Relations:**

- Day-to-day point of contact for existing partners on medical matters; liaising on new collaborative opportunities and participating in meetings

#### **Key Responsibilities for Logistics & Administration:**

- Monthly statistics reporting as needed; patient demographics, donor funding reports on clinic, patients and pharma information.
- Pharmaceutical, medical kit and stores management including: sourcing and maintaining suitable pharma and kit, inventory and stock management, cleanliness and upkeep. The
- Volunteers perform stores duties on non-clinical days and an assistant supports the day- to-day operational running of our stores but needs weekly input/oversight.
- Support and input to Greek NGO governmental requirements, such as legal and medical compliance.
- Update and maintain relevant program documentation e.g. MVI Policies, medical protocols, and referrals information.
- Other team tasks as required: supporting medical and kit bag refill, donations sourcing and sorting, team phone responsibility etc.

#### **Essential criteria:**

- Medical background needed and at least two years of working experience in providing support to vulnerable populations.
- Experience working with people from different cultural backgrounds and have cultural and self-awareness skills.
- Be able to foster co-regulation, encourage creativity and promote responsive relationships.
- Have emotional skills to deal with complex and stressful situations.



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- Valid driving license.
- Have appropriate work boundaries and respect the Code of Conduct.
- Commitment and awareness in migration issues and refugee response within European borders.

**What we offer:**

- Working in an international environment
- Voluntary Contract 6 Months or Greek working contract (if possible)
- 800€ monthly volunteer allowance
- Stand up for human rights

Please send your application and CV by **October 13, 2025** to: [application@medical-volunteers.org](mailto:application@medical-volunteers.org)

We will review all applications and get back to you if your profile matches the requirements of our position. Please note that, due to high volumes of applications, we may not be able to respond to everyone. Thank you for your understanding.