



**Atlas HR**  
Λ.Κηφισίας 64  
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**Βεβαίωση Εργοδότη  
WORK CERTIFICATE**

Η ΑΡΝΑΟΥΤΟΓΛΟΥ ΜΑΡΘΑ του ΙΩΑΝΝΗ με ΑΦΜ 133520338 εργάστηκε στην εταιρεία μας από 19/07/2021 έως 15/10/21, με πλήρη απασχόληση και συγκεκριμένα απασχολήθηκε στο έργο «EASO» στο CAMP ΣΧΙΣΤΟ, που είχε αναλάβει η εταιρεία μας για λογαριασμό του οργανισμού EUROPEAN ASYLUM SUPPORT OFFICE (Ευρωπαϊκή Υπηρεσία Ασύλου). Στην ανωτέρω υπάλληλο είχαν ανατεθεί τα καθήκοντα του Reception Assistant – Vulnerability.

We hereby certify that Ms ARNAOUTOGLOU MARTHA daughter of IOANNIS with TAX Number 133520338 worked with ATLAS M.E.P.E from 19/07/2021 until 15/10/21. She was employed Full Time in the framework of «EASO» project /services agreement, that ATLAS M.E.P.E. had undertaken for the client EUROPEAN ASYLUM SUPPORT OFFICE. The employee was assigned to the position of Reception Assistant – Vulnerability. in CAMP SXISTO.

*ATLAS HR,  
05/08/2024*

ATLAS HR ΜΟΝΟΠΡΟΣΩΠΗ ΕΠΙΧΕΙΡΗΣΗ  
ΠΑΡΟΧΗΣ ΥΠΗΡΕΣΙΩΝ ΟΡΓΑΝΩΣΗΣ  
ΥΠΟΣΤΗΡΙΞΗΣ & ΛΕΙΤΟΥΡΓΙΑΣ ΕΠΙΧΕΙΡΗΣΕΩΝ  
ΕΔΡΑ: Λ. ΚΗΦΙΣΙΑΣ 64, Τ.Κ. 15125 ΜΑΡΟΥΣΙ  
ΤΗΛ.: 210 6930490 - FAX: 210 6919358  
ΑΦΜ: 099972521 - ΔΟΥ: ΑΜΑΡΟΥΣΙΟΥ

<b>EMPLOYER'S DECLARATION FOR ANY LEGITIMATE USE</b>		
CODE/VERSION: <b>E 100.06/1<sup>n</sup></b>		
APPROVAL: CH. VANTOLA	DATE: 01.09.2016	

14<sup>TH</sup> December 2022

LMW SOCIETE ANONYME  
OF TEMPORARY EMPLOYMENT  
18str DIMOKRITOU, 10673, ATHENS  
TELEPHONE: 2108000830

### **EMPLOYER'S DECLARATION**

We declare that **MARTHA ARNAOUTOGLOU** with father's name **IOANNIS** was employed by the company under the name "**LMW SOCIETE ANONYME OF TEMPORARY EMPLOYMENT**", and distinctive title "**LMW S.A.T.E.**", with its registered office located at 18 str Dimokritou, Athens - Attica, from **18/10/2021** until **15/08/2022** as **Reception Assistant Vulnerability**, from **06/10/2022** until **31/10/2022** as **Reception Assistant Vulnerability** and from **01/11/2022** until **30/11/2022** as **Reception Assistant - Case Management** with an Employment Contract with work concession of the employee, to the Indirect Employer "**EUAA**" with TAX number **996787782** and AME number **9318153771**.

**The Reception Assistant - Vulnerability** works under the coordination of the Greek authorities (Reception and Identification Service RIS) in performing some or all of the following tasks:

- Support RIS site manager in the coordination of the identification, prioritisation, referral and follow-up of vulnerable persons and persons with special reception needs;
- Support RIS in all vulnerability procedures upon arrival, intake and during stay, including identification of special reception needs and respective referrals (e.g. for specialised assessment), in line with the relevant legal framework and SOPs;
- Support the relevant coordination, communication and exchanges with EODY and other relevant local health care actors, as well as psychosocial, legal and other actors;
- Support RIS to maintain a comprehensive and updated case file for each case undertaken in line with principles of confidentiality, code of conduct and national/European regulations;
- Support RIS with communication and information provision, either individually or collectively, also through the organization or facilitation of info or other group sessions on vulnerability-related issues (e.g. health, education, child

protection, gender – based violence etc.) as well as relevant participation in community engagement networks/structures;

- Support RIS with shelter allocation based on vulnerability and special reception needs upon arrival/intake and/or during stay, as well as support any necessary referral, communication exchanges with relevant actors providing such accommodation, including accommodation scheme and/or other accommodation facilities;
- Support RIS communication and exchanges with the Greek Asylum Service regarding vulnerability aspects of the applicants' asylum procedure;
- Support RIS on setting up and running efficient local networks that include all actors involved in the protection of groups of vulnerable applicants;
- Support RIS on organization and participation in (thematic) protection meetings/ protection working groups with all protection actors involved at field level;
- Participate in local meetings related to vulnerability or other reception issues, either internally in RIS or with other local actors;
- Support RIS in regular mapping of services in- site and off –site and in the development of effective referral pathways;
- Support the RIS-appointed focal point for unaccompanied/separated children in the provision of a protective environment and special reception conditions, in particular through information-exchange and close cooperation with child protection actors, Safe Zone providers and relevant authorities and the implementation of all relevant administrative procedures, such as appointment of a legal guardian, age-assessment, access to asylum procedures, family tracing and reunion, etc.;
- Support the RIS-appointed focal point for Gender-Based Violence, including coordinating actions and communicating with other actors and competent authorities;
- Support the RIS-appointed focal point for Trafficking of Human Beings, including coordinating actions and communicating with other actors and competent authorities;
- Support RIS in the implementation of a harmonized case management system for vulnerable persons and ensure that all protection-relevant actions for each case are properly recorded in such system;
- Support RIS in collecting relevant data and contribute to the preparation of reports
- Support RIS in the implementation of Standard Operating Procedures (SOPs), guidance, operational and administrative tools and provide feedback on their implementation and challenges;





- Attend and contribute to thematic, coordination or other meetings and workshops organised by RIS, EUAA and/or other actors at central level, that aim to enhance and harmonise activities, procedures, and tools on reception issues;
- Promote confidence building and conflict resolution among populations of concern, and host/local communities;
- Attend regular meetings with EUAA at local level;
- Participate in trainings organised by EUAA or other stakeholders, locally or in other locations, when requested;
- Provide to EUAA regular analytical and statistical reports of provided services, challenges faced and best practices observed;
- Draft documents, templates, minutes and reports;
- Perform any other tasks in the interest of the service, relevant for the specific profile.

The **Case management Assistant** works under the supervision of the Reception and Identification Service (RIS) in performing some or all of the following tasks:

- Support RIS in the implementation of a harmonised case management system for persons residing in the reception facilities, and ensure that all protection-relevant actions for each resident are properly recorded in such system;
- Support RIS in managing the case of each resident, acting as focal point for all actions to be taken, after receiving inputs from other relevant actors onsite;
- Support RIS in the rapid assessment of new arrivals in the intake phase, focusing on the identification of persons with special reception needs and their referral to specialised services;
- Support RIS in the identification, referral and follow-up of vulnerable persons and persons with special reception needs during stay;
- Support RIS in the monitoring of reception needs of residents in the reception facility, in particular of persons with vulnerabilities;
- Support RIS in shelter allocation based on vulnerability and special reception needs;
- Support RIS in the coordination and communication with the National Public Health Organisation (EODY) and other health care, psychosocial, legal and other actors;
- Support RIS in the liaison and communication with the Greek Asylum Service regarding vulnerability aspects of the residents' asylum procedure;

- Support RIS to maintain a comprehensive and updated case file for each resident, in line with the principles of confidentiality, code of conduct and national/European regulations, in regards with data protection principles;
- Support RIS in communication and information provision, either individually or collectively, on vulnerability-related issues and participation in community engagement networks/structures;
- Support RIS in establishing coordination mechanisms and cooperation networks, in order to involve all actors involved in activities related to vulnerability;
- Support RIS in regular mapping of services in- site and off –site and in the development of effective referral pathways;
- Support RIS in the implementation of Standard Operating Procedures (SOPs), guidance, operational and administrative tools and provide feedback on their implementation and challenges;
- Attend and contribute to thematic, coordination or other meetings and workshops organised by RIS, EUAA and/or other actors at central level, that aim to enhance and harmonise activities, procedures, and tools on reception issues;
- Attend regular meetings with EUAA at local or/and central level;
- Participate in trainings organised by EUAA or other stakeholders, locally or in other locations, when requested;
- Provide to EUAA regular analytical and statistical reports of provided services, challenges faced and best practices observed;
- Draft documents, templates, minutes and reports;
- Perform any other tasks in the interest of the service, relevant for the specific profile



This declaration is granted after a request made by **MARTHA ARNAOUTOGLOU** for any legitimate use.

#### THE EMPLOYER

**LMW**  
ΑΝΩΝΥΜΗ ΕΤΑΙΡΕΙΑ ΠΡΟΣΩΡΙΝΗΣ  
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