



QUALIFYING DIFFERENCES



HOW TO FIND A JOB

A guide to persons with disabilities
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INTRODUCTION

The purpose of this booklet is to provide a guideline with clear and easy steps to follow for a new job-seeker who is also a person with disabilities.

Looking for a job, especially if it is your first time attempting it, can be an overwhelming experience and quite stressful. For this reason, this guide has been created in an attempt to alleviate some of the anxiety of the job-seekers and thus has been filled with enough information and useful tips so that it can give you a head start, a clear plan of action and confidence into achieving your goal.



SUPPORT LEGISLATION

Before we proceed to the practical section of this guide, it is important to know a few key-findings about the legislation regarding the employment of persons with disabilities:

According to the Greek Laws (N. 2643/1998, article 2, and paragraph 8-N. 3227/2004, article 11-N. 3454/2006, article 1, and paragraph 4β'), all public bodies must hire persons that have disabilities with a percent of 3%. You can find additional information on the documentation required or the procedures on th following link:

<https://dasta.uom.gr/Career/Articles/5567.html>

According to the Greek Laws (N.2643/1998, article 3, and paragraph 6β'-N.3051/2002, article 11, and paragraph 2-N.3227/2004, article 11), public services have to hire persons with disabilities (along with persons from other vulnerable groups) for the position of messengers, night-guards, cleaners, janitors, gardeners and kitchen supporting personnel until the 20% of the free positions is covered. You can find additional information on the documentation required or the procedures on th following link:

<https://dasta.uom.gr/Career/Articles/5565.html>

According to the Greek Law (N. 3454/2006, article 1, and paragraph 4β'), all companies in the private sector that employ over fifty (50) persons must hire persons with disabilities in a total of 2% of the number of the company's employees.

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**SEARCHING FOR A JOB
-WHERE TO START**

Before the journey of finding a job starts, it is crucial to note a couple of things that will make your life easier and help you get noticed –a filing system and an e-mail account.

Not to be underestimated, but a good filing system of your personal documents (ID, health insurance, taxes documentation, educational degrees, certificates etc.) and multiple photocopies of everything can save you so much time and anxiety. For example, you can take a big folder divided into sections and file your documents accordingly. That way, whenever you need anything (for a social service or a job application) you will be able to procure it immediately.

Moreover, in this digital era that we are living, having an e-mail account is probably even more important than having a personal telephone number. Almost all the initial communications will be executed via e-mail, plus it will be a useful tool when navigating the internet and requesting information.

Consider your e-mail address as your online personal business card and act accordingly. Choose an email address that is based on your full name (avoid nicknames and numbers), is not very long and easy to pronounce. After you can choose an e-mail host and register.

The Gmail platform (you can sign up on www.gmail.com), for example, is user-friendly –easy to set up an account, easy on the eye and easy to navigate it. Additionally, a couple of years ago, Google set up the Disability Support Team that can help by answering questions about assistive features and functionalities within Google products (<https://support.google.com/accessibility/answer/7641084>).

Register your unemployment

The first step is to gather all the required documentation and apply for an unemployment card at the offices of the manpower employment organization (OAED). The procedure is fairly quick and simple and afterwards, you can make use of OAED's services, like applying to its unemployment programmes, and enjoy a few other benefits.

You can find more information on the procedure and the appropriate documentation, as well as other FAQs, on the following link:

<http://www.oaed.gr/sychnes-eroteseis-eidikes-koinonikes-omades>

Prepare your CV

The next step is to prepare your Curriculum Vitae (CV) so that you can apply to any job opportunity that arises. Writing a CV is not as easy as it seems and it is best to get advice from the experts –the career advisors.

After your first visit to the OAED offices, it is quite possible that you will be urged to meet with a career advisor in order to prepare your CV so as to update your profile in the unemployment database (and raise your chances to be selected by a future employer). It is not mandatory, as you can also do it alone, but it is strongly recommended to accept this opportunity and get help from an expert.

Another option is the Labour Institute of the General confederation of labour (INE/GSEE), if such an office is available in your place of residence. They also provide their services from a distance via telephone or e-mail, but for creating a CV it is better to schedule a meeting in person with one of their consultants. In the link below you can see if an office exists in your area and also find all the relevant contact information: <https://www.inegsee.gr/#epikinonia>

Finally, if you want first to try and prepare your CV by yourself, you can visit the Europass website (<https://europass.cedefop.europa.eu/el>) and follow the directions. The template is full of suggestions and examples and it also allows you to focus on your skills and abilities if you think your other qualifications are lacking (education degrees or professional experience). Please note that when submitting a CV, it has to be accompanied by a Cover Letter. It is crucial not to omit it, as your CV will, likely, be disregarded if you do not include it in your application (even if the job advertisement did not call for it).

In the Cover Letter you can write about the skills and experience that you have acquired (and you cannot include in a CV) and explain why you are the perfect candidate for the position.

Please ask for advice on how to prepare one from your career advisors because, at times, this can make the difference –more so than the CV itself.

Ready to hunt for job offers

After having prepared your CV, it is time to search for job offers and submit your application. The internet is your best friend, but it can be chaotic, especially if you don't know where to start.

A good place to begin is always OAED's website. In the section of its active programmes (<http://www.oaed.gr/anoikta-programmata>) you can get information on what is currently available and proceed with your application.

Additionally, you can make an application online on INE/GSEE's website (<https://www.inegsee.gr/mitroo-anageron/>) by registering your personal information as an unemployed person so that you can receive in your e-mail notifications about new job opportunities that correspond to your profile.

Also, when searching for job opportunities in the public sector, check the Supreme Personnel Selection Council's (ASEP) website which includes a search engine with some very helpful filters that make it easy to find what is suitable for you. Access:

https://www.asep.gr/webcenter/portal/asep/page1505/page192?_afrLoop=47112854200518240&_adf.ctrl-state=y0lvdvk3l_38#!%40%40%3F_afrLoop%3D47112854200518240%26_adf.ctrl-state%3Dy0lvd vk3l_42

Furthermore, it is strongly recommended to visit the Career Sign platform. It is designed especially for persons with disabilities and offers assistance in not only finding a suitable work position for you, but also personal/team counseling, help in writing your CV and preparation for an interview. It also has a certain section for companies that are willing to employ persons with disabilities, simply by filling a form as an initial communication with the developers. You can access it from the link below:

<https://careersign.gr/>

A notable mention is the Career Day for Persons with Disabilities (<https://careerfair4all.com/>). It started in 2016 by ethelon, a non-profit “civil society” organization that focuses on everything around volunteering, and takes place every year ever since in Athens, usually in spring (April-May), for one (1) day. Its goal is to mobilize and provide jobs to persons with disabilities, highlighting their unique characteristics, by providing the chance to meet (and get interviewed) by big companies that support this cause. You can visit the website in order to find more about it, the workshops, the companies that are participating and register your participation.

Finally, you can search on your federation’s website (all the relative links are provided at the last section of this guide) or on websites dedicated to people with disabilities like the following: <https://www.amea-care.gr/>

Time for an interview

If you have been successful and you were called in for an interview, fear not. You can arrange a meeting with a career advisor to prepare yourself for the upcoming interview.

You can make use of the EURES consultants that cooperate with OAED (<http://www.oaed.gr/-consultants-eures>), visit INE/GSEE’s offices to talk with their advisors or join the Career Sign platform and request assistance.

The image features a large, solid yellow triangle on the left side, pointing downwards and to the right. A white, trapezoidal banner with a slight drop shadow is positioned in the lower right area, overlapping the yellow shape. The text 'SELF-EMPLOYMENT' is centered within this banner. A thin yellow horizontal line is located directly below the banner.

SELF-EMPLOYMENT

If you have the means and the will to start something on your own, but you don't know how to do it, an initial move would be to arrange a meeting with a career advisor (for example, arrange a meeting to check with EURES consultants and get professional advice).

Afterwards, be sure to check OAED's website (<http://www.oaed.gr/anoikta-programmata>) regularly, as new programmes that assist people in starting their own company are announced.

Usually, the financial aid ranges from 16,000 euros to 18,000 euros. The first year the amount that you will receive is 10,800 euros with 5,000 of them up front so that you can cover the first operational costs of your enterprise. The rest of the amount will be given to you in half every six (6) months. For the second year, the amount of the aid is 5,800 euros. You can take an additional 1,500 euros (once) if your disability is over 60%, if you are a woman, if you are an unemployed person receiving benefits or if you are over 45 years old.

Finally, there is a crowdfunding website that was developed by Giannis Chatzibeis, a Greek Paralympic athlete that got this idea from his fellow athletes when he couldn't afford to compete in a world tournament in New Zealand. The GIVE&FUND platform was created and it is aiming at providing money (with a simple, secure and transparent way) to people and organizations that are trying to achieve their dreams/goals in a dignified manner. The website operates in both Greek and English so that it can accept donations from all over the world: <https://www.giveandfund.com/giveandfund/homepage>

The image features a bright yellow background with a large white banner that has a 3D effect, appearing to float above the surface. The banner is positioned in the lower right quadrant of the page. The text 'VOCATIONAL TRAINING' is centered within the banner in a bold, black, sans-serif font. A thin yellow horizontal line is located directly beneath the banner, extending across the width of the page.

VOCATIONAL TRAINING

While looking for a job it is also important to find ways to enhance your knowledge and improve your skills. That way you are developing yourself professionally and making your CV more impressive and thus, attractive, so the chances of you being called in for a job interview are significantly higher.

Here are some suggestions that can act as starting places for your training:

OAED has two (2) schools for vocational training of persons with disabilities (KEK AMEA). They operate in Athens and Thessaloniki and you can find more information on the following link: <http://www.oaed.gr/kek-amea>.

Furthermore, the Education, Social support and Vocational training Centres for Persons with Disabilities (K.E.K.Y.K.A.ME.A) offer their services to anyone who has a disability and their families. Their goal is to develop programmes and provide services that can assist the persons with disabilities in their fight for equality in every aspect of their everyday lives.

You can use the link below as a starting point and then find the one closest to your residence and what kind of services they offer: <https://sites.google.com/site/kekyamea/>

For example, K.E.K.Y.K.A.ME.A Αττ/νιάς operates Accommodation Shelters so that people who leave far away can come and benefit from their services –particularly from the participation in the vocational training programmes.

Also, don't forget to contact the social services of your municipality and ask to be connected with local Lifelong Learning Centres (KDVM) that may offer similar courses.



THIS IS JUST THE BEGINNING

Overall, it should be stressed that you should keep in touch with your local community. There are many more to be discovered on a regional level and a simple guide like this one cannot cover everything. It can act though as a starting point.

Check what your municipality has to offer, ask your local social service for guidance. There are many good organizations, associations, volunteer groups etc. that don't get the attention and spotlight that they deserve, so it is up to you to find them. After all, it all starts by asking a simple question – don't hesitate to ask it.

Additional resources

Εθνική Συνομοσπονδία ατόμων με αναπηρία:

<https://www.esamea.gr/index.php>

Πανελλήνια Ομοσπονδία Σωματείων Γονέων και Κηδεμόνων Ατόμων με Αναπηρία:

<http://www.posgamea.gr/>

Πανελλήνιο Σωματείο Γονέων Κηδεμόνων και Φίλων Ατόμων με Αναπηρίες «Ο Ερμής»:

<https://somatioermis.gr/>

Hellenic Federation of the Deaf:

<https://www.omke.gr/>

Εθνική Ομοσπονδία Κινητικά Αναπήρων:

<http://eoka.com.gr/index.php>

Εθνική Ομοσπονδία Τυφλών:

<http://www.eoty.gr/main/index.asp>

Πανελλήνια Ομοσπονδία Συλλόγων Οργανώσεων για την Ψυχική Υγεία (ΠΟΣΟΨΥ):

<https://www.posopsi.gr/>

Οδηγός του Πολίτη (ΑμεΑ):

<http://www.odigostoupoliti.eu/category/odigos-tou-politi/amea-atoma-me-anapiria/>

Συνήγορος του Πολίτη, ανεξάρτητη αρχή:

<https://www.synigoros-solidarity.gr/kategoria/eualotes-omades/atoma-me-anapiria-amea>



Epralima - Escola Profissional do Alto Lima, C.I.P.R.L.



CESUR - Centro Superior de Formação Europa Sur



Unione Italiana Lotta alla Distro a Muscolare
Sezione di Saviano



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