

**Invitation to bid**

**Project**: " Human Value Respect – Care is Our Duty"  
**Date**: September 12, 2024 – December 31, 2024

**Information**  
"Center for Socio-Economic Territorial Management" (ASET) is a non-governmental and non-profit organization registered in 2014. The center's staff consists of qualified experts with extensive experience in the protection, promotion, and advocacy of human rights and vulnerable groups, as well as excellent expertise in data collection, research, and analysis, capacity building, and providing services to vulnerable groups.

**Project Description**  
Center for Socio-Economic and Territorial Management (ASET), with financial support from the “Tirana Regional Council,” will implement the project:  
" Human Value Respect – Care is Our Duty"  
The project aims to provide alternative services, such as home care for elderly individuals in need, in the Tirana Region, with the goal of preventing their institutionalization in residential nursing homes.  
The project will be implemented from September 12, 2024, to December 31, 2024.

As part of this project, ASET is looking to hire a Social Operator.  
Candidates are required to meet the following criteria for Social Operators, documented with:

* University degree in Social Sciences;
* Experience in social services projects (preferably in projects related to the elderly);
* Training in the field of social services;
* Criminal record certificate;
* Medical certificate for work capacity;
* Curriculum Vitae;
* Training certificates for providing services to the elderly are preferred.

**Responsibilities and Duties of the Social Operator**:

1. Conduct home visits for each elderly individual.
2. Provide services for 3 months with the possibility of contract renewal for the following year.
3. Develop individual care plans to meet their needs in accordance with approved standards.
4. Provide home care assistance to elderly individuals according to their needs and individual care plans.
5. Provide support and assistance to the elderly.
6. Implement social interventions to foster individual autonomy in daily activities, preserve skills, and support their integration based on specific cases.
7. Address daily needs according to assessment on a case-by-case basis.
8. Escort and transport (accompany to commissions, medical examinations, or when traveling within the city for personal or medical reasons).
9. Supply medications or other vital supplies upon the elderly person's request.
10. Provide assistance for basic medical and nursing services in healthcare institutions.
11. Offer rehabilitation, development, and psychological and legal counseling services as needed.
12. Maintain confidentiality of data.
13. Provide services according to the beneficiaries' needs and meet the requirements of developmental programs based on approved standards.
14. Provide security and support for the elderly to listen to and encourage them to express their needs, desires, and feelings.
15. Promote opportunities for them to reach their full potential.
16. Foster trust and independence in the elderly.
17. Ensure efficient cooperation between the service provider, family members, and other individuals involved.
18. Evaluate and consider all possibilities to enable elderly individuals to reach their full potential.
19. Report on the work and services provided during home visits to the project coordinator after each visit.

Applications should be sent to the following email address:  
[info@asetcenter.al](mailto:info@asetcenter.al) by September 09, 2024, at 16:00.