

***Call for Applications***

**Project:** " Human Value - Care is Our Duty"  
**Date:** January 1, 2025 – December 31, 2025

**Information**  
 "Center for Social, Economic, and Territorial Administration" (ASET) is a non-governmental, 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 with significant expertise in data collection, research, and analysis, capacity building, and providing services to vulnerable groups.

**Project Description**  
 Center for Social, Economic, and Territorial Administration (ASET), with the financial support of the "Council of the Tirana Region," will implement the project:  
**" Human Value - Care is Our Duty"**

The project aims to provide alternative services, such as home care for elderly people in need in the Tirana Region, with the goal of avoiding their institutionalization in residential homes for the elderly.  
The project will be implemented from January 1, 2025, to December 31, 2025.  
As part of this project, ASET is looking to contract a Social Operator.

**Requirements**  
Candidates are required to meet the following criteria to qualify as Social Operators, documented by:

* A University degree in Social Sciences.
* Experience in social services projects (preferably in projects focused on the elderly).
* Training in the field of social services.
* Criminal record certificate.
* Medical report confirming fitness for work.
* Curriculum Vitae.
* Certificates for training in providing services for 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 the needs of the elderly in accordance with approved standards.
4. Provide home assistance to the elderly in accordance with their needs and individual care plans.
5. Offer support and assistance to the elderly.
6. Provide social interventions to help the elderly achieve individual autonomy in daily activities, maintain and preserve their abilities, and integrate them according to their specific cases.
7. Fulfill daily needs according to case-by-case assessment.
8. Escort and transport (for commissions, medical examinations, or personal or medical needs around the city, etc.).
9. Supply medications or other essential supplies upon the elderly's request.
10. Provide assistance with basic medical and nursing services at health institutions.
11. Provide rehabilitation, development, and psychological and legal counseling services as needed.
12. Maintain confidentiality of data.
13. Provide services in line with the needs of the beneficiaries and fulfill the requirements of developmental programs according to approved standards.
14. Offer security and support to the elderly to listen to and encourage them to express their needs, wishes, and feelings.
15. Promote opportunities for the elderly to reach their full potential.
16. Foster trust and independence in the elderly.
17. Ensure efficient cooperation between the service provider and family members, as well as other individuals involved.
18. Assess and consider all possibilities to help the elderly develop their full potential.
19. Report on the work completed and services provided during each visit to the elderly to the project coordinator.

**Applications should be sent to:**

[info@asetcenter.al](mailto:info@asetcenter.al)

By **January 25, 2025, at 16:00**.