**Call for professional associates and supporting staff for the needs of the project Integrated and Inclusive Municipality of Vrapcishte - Leave No One Behind**

**Contracting authority:** Municipality of Vrapcishte

**Background:** Based on the Action Plan for social inclusion (2017-2021) and the strategic priorities for the development of the Municipality of Vrapcishte, during the year 2020 with state financial contribution, the Municipality succeed to build the building for the Day Center for children with disabilities to the prime level.

Under the IPA II Annual Action Programme for the Republic of North Macedonia for the year 2020, Municipality of Vrapcishte together with the Association for Democratic Initiatives (ADI) from Gostivar and the Special Education Centre “Janez Levec” from Ljubljana secured funds for construction and crafts work on the exterior and interior of the object Daycare Center and providing educational and social support to the children and their families.

**General objective:** Inclusive and equitable educational and social practices in rural municipality of Vrapchishte.

**Results/outcomes:**

Provided educational facility for children with disabilities to learn, play, and socialize within the community they live in;

Created a supportive environment for children with disabilities in the municipality of Vrapcishte;

Improved their access to employment, community social, and outreach resources;

Replicated and adapted best practice solutions from Slovenian local authorities in EU Member State;

**Short Description of the project:**

A Daycare Center will operate for children by the age of 5 to 26 from all villages of Vrapcishte municipality who are unable to attend regular school programs or have difficulties in the learning process. The Center is located in the village of Gradec and for the children from the neighbouring villages will be organized transport to reach the Center. 12 children with combined physical and cognitive disability will be included in Regular Daily activities of the Center; 16 children included in the Hourly Specialized Services Program to meet their specific learning needs, such as psychological, physical therapy, and speech therapy, or organize their time. At least 12 persons with disabilities will be involved in workplace-based training on traditional crafts and agriculture work; Parents will be included in supportive programs to strengthen their parenting capacity and improve care for the disabled child. With the series of outreach and inclusive activities, the wider community will be also included.

**Requirements:**

***The professional associates (multidisciplinary team), visiting professional and supporting staff*** needs to by engaged for the proper functioning of the Daycare center. The professional associates comprise Special educator and rehabilitator, Psychologist, Physiotherapist and Nurse. Once the team is completed, they will have job orientation to mentally and emotionally integrate employees into the work, and equip them with the skills, tools, and support they need to reach their potential. For these purposes, the two monthly’ internship in the nearest daily Center for children with disabilities in the municipality of Gostivar will be implemented for the employees to adapt the model, get vital work experience and encourage developmentally appropriate practices in their engagement in Daycare Centre. In addition, the engaged staff will have opportunities to take part in continuing professional development regarding inclusive and equitable practices. Regular trainings will be implemented for advancing skills and approaches in the work of the multidisciplinary team. The trainings will support social service development, educational and therapeutic engagement as well information and communication technology (ICT) usage for children with disabilities and assistive technologies (AT) will be applied.

The multidisciplinary team together with the visiting professional and supporting staff will be responsible for the day to day management and running of the Daycare Center and services.

**1. Multidisciplinary team**

* 1. **Special educator and rehabilitator (defectologist)**

***Job description:***

Developing Individualized Education Plan for children in Daycare Center including the nature and degree of the child’s abilities, skills, and talents; the needs for his/her educational development; the child’s present level of educational performance; the support services to be provided to the child to enable him/her to benefit from education. The Plan will include goals that the child can reasonably accomplish in a year.

Planning and implementation of specialized education-rehabilitation programs for children with multiple disabilities. Daily work towards development of various habits and life skills, such as maintaining personal hygiene, independent eating skills, independent housekeeping skills, space orientation and moving in the street, shopping skills.

Implementation of the Individual or group learning process. Acquisition of social skills and inclusion activities, such as communication and group work skills, and recreational activities.

Work synergistically in an organization multidisciplinary team. Resolve conflicts at the relational and professional level. Work in accordance with professional ethics and codes of conduct; identify and address moral and ethical dilemmas and problems: act in a manner that protects the basic rights, integrity and dignity of the individual. Take responsibility for own professional development and learning by evaluating and reflecting on own work.

Working hours: 40 per week.

Payment: 732 EUR converted in MKD monthly on contractual basis.

***Qualifications and skills:***

University degree – special educator and rehabilitator;

Knowledge of the theoretical bases of the field of special education and rehabilitation;

Good knowledge of current special education topics and methodologies;

Experience working with children with a wide range of disabilities;

Knowledge of Albanian, Turkish and Macedonian languages.

Professional, accountable, good planning and time management skills;

Strong interpersonal and communication skills.

* 1. **Psychologist**

***Job description:***

Works closely with the Special educator and rehabilitator in developing Individualized Education Plan for children in Daycare Center; Assist children and families to realize happiness and fulfillment in their daily lives, thereby achieving their developmental milestones; Coordinate with other team members to facilitate and ensure the psychological development of a child; Prepare and organize educational programs; Address issues such as depression, bullying, various mental health issues and learning difficulties in children by providing appropriate psychological intervention.

Provide detailed documentation and records of evaluations and treatments.

Working hours: 40 per week.

Payment: 732 EUR converted in MKD monthly on contractual basis.

***Qualifications and skills:***

University degree – Psychologist;

Working knowledge of diagnostic techniques and a variety of treatment modalities;

Knowledge of Albanian, Turkish and Macedonian languages;

Ability to work effectively with diverse population;

Strong interpersonal and communication skills.

**1.3 Physiotherapist**

***Job description:***

Works closely with the family and other team members to develop a suitable treatment programme for the children. Assess the physical challenges of the children and deciding on suitable treatment programs; Monitoring the progress of children and adjusting or changing treatments as needed; Collaborate and effectively communicate with the multidisciplinary team to ensure a safe, effective and efficient service; undertake other appropriate responsibilities consistent with the nature of the post.

Working hours: 40 per week.

Payment: 481 EUR converted in MKD monthly on contractual basis.

***Qualifications and skills:***

Secondary medical school - Physiotherapy Technician;

Experience of working with children in physiotherapy;

Knowledge of Albanian, Turkish and Macedonian languages.

Genuine respect and empathy for diversity and individuality.

**1.4** **Nurse**

Works as part of the multidisciplinary team. Provision of excellent, evidence based nursing care for children/helping children eat, assisting in movement and language skills. Evaluating children and monitoring their health. Providing advice about managing a children's weight by monitoring their diet or their exercise routine. Teach the families of children about their health and how to manage specific medical issues.

Working hours: 40 per week.

Payment: 481 EUR converted in MKD monthly on contractual basis.

***Qualifications and skills:***

Secondary medical school – diploma for nurse;

Understanding of disability care needs;

Knowledge of Albanian, Turkish and Macedonian languages;

Genuine respect and empathy for diversity and individuality.

**2. Visiting professional**

**2.1 Visiting professional Speech therapist (logoped)**

Assessing, diagnosing, screening, and preventing language, speech, and swallowing disorders of the children. Conduct individual and group lessons; Speech therapy massage; Evaluating children progress and implementing changes to treatment programs a required.

The logoped will be responsible for Hourly Specialized Services Program and will be engaged two days per week, in total 8 (eight) days per month.

Payment: 280 EUR converted in MKD monthly on contractual basis.

***Qualifications and skills:***

University degree – Logoped;

Sound understanding of speech-related disorders and treatments;

Knowledge of Albanian, Turkish and Macedonian languages;

Organizational skills and flexibility.

**3. Supporting staff**

**3.1 Driver**

Providing safe, reliable, transportation services for children to and from the Daily Center; Responsible to operate the van, transport the children every day from their home to the Daily center and back home; Transport children to all planned activities for the entire period of implementation; Help children with disabilities get on and off van according to their individual needs; Learn and adapt to each children special medical, physical, communicative, and emotional needs; Supervise children as they board and leave van; Inspect van by checking fuel, oil, water, tires, lights, brakes, and steering to ensure van can be operated safely before driving.

Working hours: 40 per week

Payment: 400 EUR converted in MKD monthly on contractual basis

***Qualifications and skills:***

Completed secondary school;

Valid driving license, category D1;

Knowledge of Albanian, Turkish and Macedonian languages.

Organizational skills, flexibility and time management;

**3.2 House keeper**

Ensuring Daily Center is cared for and inspected according to standards; Protecting equipment and making sure there are no inadequacies; Notify superiors on any damages, deficits and disturbances; Performance of minor carpentry, electrical or plumbing repairs; Responsible for disposal of waste, trash and other disposable materials;

Working hours: 20 per week

Payment: 200 EUR converted in MKD monthly on contractual basis

***Qualifications and skills:***

Completed secondary school;

Ability to work with little supervision and maintain a high level of performance;

Organizational skills, flexibility;

**3.3 Cleaner**

Responsible for all basic cleaning in and around the Daycare Center; Sweep, vacuum, dust, wash, and sanitize areas in the Daily Center; Dusting ceilings, light fittings, countertops, and furniture; Scrubbing and sanitizing toilets, sinks, and kitchen fixtures Keep harmful chemicals safely stored and secured; Works as a team member with other personnel and housekeeper;

Working hours: 20 per week.

Payment: 200 EUR converted in MKD monthly on contractual basis.

***Qualifications and skills:***

Completed elementary school;

Ability to work with little supervision and maintain a high level of performance;

Organizational skills, flexibility;

**4. Documents and application procedures**

The interested candidates should submit their CV in the provided template;

Diploma for completed education;

Certificates and licenses related to the position for which is applying;

Certificate of non-judgment;

The application should be send on the following email address: [bari\_ebibi@hotmail.com](mailto:bari_ebibi@hotmail.com)

or by post/hand delivery to the following address:

Ul. 100 bb. Municipality of Vrapchishte, attn. Mr. Abdilbari Ebibi

**Deadline for application: 05.12.2022**