

## Job Vacancy

Job Title	Disability Counselor – Psychologist
Location	Mitrovica
Organization	<a href="#">COD Kosovo</a> , Čika Ljubina, Mitrovica
Email	<a href="mailto:hr@codkosovo.org">hr@codkosovo.org</a>
Closing Date of application	15-04-2018
Duration	11 months, renewable
Number of Posts	1
<b>Position is open for internal and external candidates</b>	

[COD Kosovo](#) is currently seeking Disability Counselor - Psychologist to join our team in Mitrovica.

[COD Kosovo](#) is a local, non-for-profit organization that implements its programs in Kosovo, with focus on minority areas. [COD Kosovo](#) is working on the issues related to promotion of the rights of persons with disabilities and other vulnerable groups since 2012. [COD Kosovo](#) works with people with disabilities, disabled people organizations (DPOs), people living or affected by HIV (PLHIV), local and international NGOs, service providers for persons with disabilities, local and national authorities. For more information please refer to our webpage [www.codkosovo.org](http://www.codkosovo.org)

### Task and responsibilities:

We are seeking dynamic employees with experience in social services for vulnerable groups with special focus on persons with disabilities and their families. Disability Counselor works with the team under direct supervision of the Program Manager and Director from the office in Mitrovica to support the [COD Kosovo](#) programs in the field of social services for persons with disabilities and their families. Under the direct supervision of the Program Manager and Director, and in close co-ordination with Social Mobilizers, the Disability Counselor will be responsible for all phases of assigned project development and implementation. It is expected that Disability Counselor can respond to fast-paced and unpredictable demands. More specifically, he/she will perform the following duties:

- Provision of individual and group counseling services for persons with disabilities and their families;
- Organizing peer support groups for persons with disabilities and their families;
- Field visits together with the Social Mobilizers as per need of the program;
- Creation of a written case summary, including summary of facts, legal and medical issues, indicating (among other things) incoming and outgoing documents for services beneficiaries;
- Maintain on a daily basis data base of beneficiaries;
- In charge for phone consultations sessions;
- Drafting case summaries and collection of the information from the beneficiaries with proposition for development of new services as per needs of beneficiaries;

- Perform any assigned special projects as periodically required by Program Manager and Director;
- Supervision and support to the work of Community Mobilizers;
- Assist the Program Manager and Director in all aspects of the processing of disability related information needed by the organization;
- Executes tasks mainly independently with minimal level of supervision;
- Makes regular written reporting on the activities including contribution to the donor reports;
- Performs various data collection and processing independently;
- Other duties as per need of the organization.

#### Minimum required knowledge & experience:

- Education: University Degree (preferably Advanced/Masters level) in Psychology, or related field or university degree in another field combined with a professional qualification in counseling
- Ability to maintain complex records and to deal with complex situations faced by persons with disabilities and their families.
- Minimum 2 years of experience in a same or similar field of activity
- Fluent in written and spoken Serbian and English. Knowledge of Albanian and other languages will be an asset;
- Very good knowledge of computers and work in MS Office programs, and data processing software.
- Ability to work independently but also as part of a team;
- Demonstrated disability and gender awareness and sensitivity, and ability to integrate a gender perspective into tasks and activities;
- Ability to establish and maintain effective working relations with people of different cultural and religious backgrounds, different gender, sexual orientations, and diverse political views, while remaining impartial and objective.

#### How to Apply

If you wish to apply for this position, please send as your CV/Resume and one-page Cover letter along with contacts of 3 reference persons by email to [hr@codkosovo.org](mailto:hr@codkosovo.org)

No phone inquiries and no other clarification will be provided on the post.

**COD Kosovo** retains the discretion to re-advertise the vacancy, to cancel the recruitment, to offer an appointment with a modified job description or for a different duration.

**COD Kosovo** is an *Equal Opportunity Employer* and encourages applications from qualified individuals regardless of religion, national origin, race, age, sexual orientation or disability.

**Only shortlisted candidates will be contacted.**