



At Achieva, we envision a community where all people with disabilities lead lives of personal significance. We are an organization of individuals, professionals, and community partners that help people reach their individualized goals. Throughout its 70 years, Achieva has been committed to the support and inclusion of those with disabilities.

Excellent opportunity and benefits!

Sign on / Retention bonus \$3,000 Full-Time; \$1,500 Part-Time

Available Positions with Achieva

Direct Support Professional – Westmoreland County and Allegheny County

Provides direct support for people in their home and/or community. Ensures the health, safety, and well-being by assisting in acquiring, maintaining and improving self-help, socialization, and/or community living skills. Ensures activities are centered around wants, interests and needs and adheres to established goals and outcomes chosen by each person and their support team.

Community Living Supervisor – Allegheny County and Westmoreland County

A unique opportunity to become part of Achieva's management team. This role coordinates the daily operation of assigned Community Home(s). Together with each person, their family, and other team members, assist in charting a course that supports each person in realizing their life of personal significance.

Accounting Specialist - Allegheny County

Responsible for processing invoices, check requests, and out of town travel reimbursement. Process all credit card purchases for the Agency and report to the Fiscal Accounting Manager.

Social Worker – Allegheny County

Responsible for working with families who have children enrolled in the Early Intervention program. Provide families with information, support and assistance; and work closely with the therapists and Service Coordination, to ensure the child's and family's needs are clearly identified and services found to meet those needs. Reports to the Associate Director of Early Intervention.

Early Intervention Manager – Allegheny County

Early Intervention Manager supervises and supports independent consultants, full-time, part-time, and provisional staff in the implementation of early intervention therapies in homes and other environments. Maintains the overall planning and integrity of the Early Intervention program. Provides oversight to administrative support staff and reports to the Vice President of Early Intervention.

Non-Profit Trust Liaison – Northern Philadelphia Area

We are looking for a social services professional to support the Achieva Family Trust team in the Northern Philadelphia areas! Make a difference in supporting current and new trust beneficiaries, providing information, and acting as a primary contact for our beneficiaries and their loved ones.

Community Employment Specialist – Allegheny County

The Community Employment Specialist connects people with disabilities with community-based, competitive employment. Working mainly in the community, this person assesses skills, builds job seeker competencies, establishes relationships with businesses and gives individuals the tools and support needed to be successful.

Administrative Trust Assistant – Allegheny County

Provides administrative support to the entire team at Achieva Family Trust by coordinating communications with potential and current trust beneficiaries and/or their professional representatives. Acts as the first point of contact with clients, prospective clients and/or their representatives who contact Achieva Family Trust. Reports to the Trust Administrative Manager.

Maintenance Assistant – Allegheny County

Assists in the maintenance of Achieva facilities, equipment, and vehicle fleet. Reports to the Director, Facilities and Fleet Services.

Direct Support On-Call Coordinator – Weekend – Westmoreland County and Allegheny County

Serves as the staff member with cellular phone responsibilities during designated time frames for staff support, assistance and guidance. Ensures compliance with Pennsylvania Chapter 6400 Regulations and the Pennsylvania Department of Human Services standards. Reports to the Assistant Director.

Direct Support On-Call Coordinator – Weekday – Westmoreland County and Allegheny County

Serves as the staff member with cellular phone responsibilities during designated time frames for staff support, assistance and guidance. Ensures compliance with Pennsylvania Chapter 6400 Regulations and the Pennsylvania Department of Human Services standards. Reports to the Assistant Director.

Production Assistant - Bridgeville, PA

Production Professionals will work at Achieva's production facility. They are manufacturing pallets of various shapes and sizes via heavy machinery and power tools, while supporting team members to hit and surpass production goals.

Direct Support Professional Home and Community – Various locations in Allegheny County and Westmoreland County

Direct Support Professionals (DSP's) provide direct care and personal support to people with intellectual and developmental disabilities in a community setting. They ensure the health, safety, and welfare of the people we support. We positively impact the people we support in a number of ways: taking people to medical appointments, participating in activities, and helping people with personal care, and supporting activities of daily living.

Community Living Specialist - Allegheny County and Westmoreland County

The Community Living Specialist is responsible for supporting people with intellectual and developmental disabilities. This position works with assigned staff to support people's outcomes. Together with each person, their family, and other team members, assist in charting a course that supports each person in realizing their life of personal significance. . The specialist is responsible to ensure compliance with the regulatory, internal, and external policies and mandates as assigned.

Weekend Coordinator – Allegheny County and Westmoreland County

Coordinates the activities of the staff of an assigned Community Home on the weekends. Provides direct personal care and ensures the health, safety, and welfare of the people we support. Ensures compliance with Chapter 6400 Regulations; the Allegheny Department of Human Services/Office of Intellectual Disabilities; and Westmoreland County Behavioral Health and Developmental Services' standards. Reports to the Supervisor of the Community Home. HOURS: Full-time hours in 2.25 Days – Friday through Sunday Starts on Friday at 7:00 pm and ends on Monday at 12:30 am (Can start earlier or later). This is a 24-hour shift position with on-site sleep hours of 11:00 pm – 7:00 am, Friday into Saturday and Saturday into Sunday (Exact hours may differ). Start and end times as well as sleep hours may vary based on needs.

Parenting Support Professional – Allegheny County

The Parenting Support Professional is responsible for supporting people with intellectual and developmental disabilities, or suspected intellectual disabilities. Together with the person and their family, assist in charting a course that supports each Person in realizing their goals and dreams and achieving an everyday life that is important to them that includes being a parent.

Employee Engagement and Relations Specialist – Allegheny County

The Employee Engagement and Relations Specialist will help our organization continue to have a positive workplace environment with reinforcing strong organizational relationships. They will provide counseling and facilitating successful relationships with managers and employees.

Information Technology Support Specialist - Allegheny County

Assists in the development, implementation, and operation of various computer information systems for the Achieva Family of Organizations. This position is an opportunity to grow your customer service and technical skills and is ideally suited to an individual that has drive and initiative and wants to take ownership of the systems and responsibilities they are assigned. Reports to the I.T Manager.

Achieva is an affirmative action and equal opportunity employer (EOE) and an Employer Partner under the Ticket to Work Program. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, disability, age, sexual orientation, gender identity, national origin, veteran status, or genetic information. Achieva is committed to providing access, equal opportunity and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities. To request a reasonable accommodation, contact the Human Resources Department, 412-995-5000; email jobs@achieva.info
