

**WHO WE ARE:**

Alleghenies Unlimited Care Providers! A progressive non-profit agency that has been impacting our community for over 59 years; we are a fast paced agency looking toward a bright future with new talent and new ideas.

**THE OPPORTUNITY: Service Provision Specialist**

This opportunity will allow the right candidate to truly make a difference, influence the direction of the entire field team and impact our community. Our team offers a competitive salary and benefit package, engaging work environment, a flexible schedule and so much more including up to 5% 401K match!

**WHO:**

- Is skilled in providing services for individuals with special needs using a positive approach and in a manner consistent with person centered care.
- Has the ability to successfully operate a personal computer and sustain a working knowledge of required software.
- Adheres to a professional code of ethics and confidentiality, recognizing the rights of consumers.

**WITH:**

- High school diploma or GED.
- Must be 18 years of age or older
- Must have PA valid driver's
- Must have access to a personal vehicle for day-to-day job performance.
- Flexibility to work various schedules including evenings, weekends and holidays

**RESPONSIBILITIES INCLUDE:**

- Maintaining great customer service while handling high call volumes in fast pace environment.
- Providing documentation of task completed and assigned by supervisor
- Creatively Scheduling work time for Direct Care Workers (DCW) while ensuring the highest utilization.
- Performs job assignments quickly and accurately in a high pace environment.
- May be required to perform direct care services under certain circumstances.

**HOW WILL WE KNOW YOU ARE THE RIGHT PERSON?**

*Give us call!* To learn more about this opportunity, contact our Recruiter at 814-262-9600 ext. 1567. If you are chosen as a finalist, you will be invited for an interview with the team. The final step in the hiring process will be to arrange for reference calls, background checks and of course we are a drug free work environment. We can't wait to see what you bring to the table! Apply now at [www.alucp.org/apply](http://www.alucp.org/apply)

**EOE M/F/V/D**