



ACHC Fellowship Program

Allegheny Community Home Care is seeking top-performing graduates to join our Administrative Fellowship Program for the purpose of developing future leaders for ACHC. Eligible applicants must be graduates with an accredited bachelor's degree in health care administration, public health, public administration, social work, psychology, communications or business administration prior to the start of the Fellowship. **The application deadline for the 2021-2023 Administrative Fellowship is Friday, April 30th, 2021.**

The first step in applying to the Fellowship program is to **complete our online Fellowship application on Indeed, or on our website www.achomecare.org**. If you have any questions, feel free to contact our office at 412-856-2707.

Please include the following with your online application:

- Resume
- Three letters of recommendation:
 - Prefer (1) to be from your academic program/professor.
- A personal essay of no more than 500 words that describes:
 - Why would you like a career in healthcare?
 - Why would you like to join ACHC?
 - What are your greatest attributes that you can bring to the company?



Interview Timeline

Phone interviews

After a thorough review of all completed applications, selected applicants will be contacted to complete a phone interview. The phone interviews will take place within 2 weeks of receipt of the completed application.

On-site interviews

For on-site interviews, top applicants will be invited to visit ACHC in Pittsburgh, PA. Travel and accommodations will be made courtesy of Allegheny Community Home Care. Applicants will be offered to attend an interview session based on availability.

- PowerPoint Presentation: *If you were President, how would you have handled the COVID pandemic, to assure Americans safety?*
- Panel interview

Final decisions and offers extended.

Final decisions will be made no later than **May 31, 2021**.

The Fellowship will begin **July 2021**.



Rotation Schedule

Year 1

- 1st Quarter (July 1 – Sep 30th) Lead DSP
- 2nd Quarter (Oct 1 – Dec 31st) House Supervisor
- 3rd Quarter (Jan 1 – Mar 31st) Lead Supervisor
- 4th Quarter (Apr 1 – Jun 30th) Compliance Trainer (Medication/Incidents)

Year 2

- 1st Quarter (July 1 – Sep 30th) Program Specialist
- 2nd Quarter (Oct 1 – Dec 31st) Human Resources
- 3rd Quarter (Jan 1 – Mar 31st) Quality Management
- 4th Quarter (Apr 1 – Jun 30th) Interim, Director Operations

Compensation

A competitive salary consisting of:

- Compensation for Year 1: \$40,000
- Compensation for Year 2: \$50,000
- Compensation after 2-year rotation in the Fellowship Program - Director, Operations \$60,000
- Along with an outstanding benefits package beginning Year 1.