



A Great Career Opportunity!

Become A Personal Care Attendant (PCA)

The PCA Program provides
**BENEFITS, TRAINING AND
CAREER ADVANCEMENT!**

What is the Personal Care Attendant (PCA) program?

The Personal Care Attendant (PCA) program is delivered by MassHealth. MassHealth pays consumer-employers (individuals with physical, intellectual, or developmental disabilities) to hire PCAs to assist with activities of daily living. Consumer-employers are evaluated and eligible for the PCA program if they need support with two or more activities of daily living.

What does a PCA do?

A PCA is a person recruited and hired by a consumer-employer to physically assist in performing tasks, known as activities of daily living, such as:

- Meal preparation and feeding
- Housekeeping and shopping
- Help with ambulation and transfers
- Support with walking
- Help with toileting
- Help with bathing and dressing

Who is the consumer-employer?

Consumer-employers are individuals with physical, intellectual, or developmental disabilities who need assistance with the activities of daily living listed above. Consumer-employers are responsible to hire, train, manage, and, if needed, terminate employment with the PCA. The consumer-employer is listed as the employer on the I-9 and W-4 forms. PCAs are not independent contractors and taxes are withheld.



What is required to be a PCA in Massachusetts?

- PCAs must be legally able to work in the United States
- PCAs must be able to understand and carry out instructions from their consumer-employer
- PCAs must be 14 years of age or older ([some restrictions apply to PCAs under 18 years of age](#))
- New PCAs must complete a New Hire Orientation training within nine (9) months of their hire date
- [See other requirements in MassHealth regulation at 130 CMR 422.000](#)



What characteristics should a PCA possess?

Successful PCAs are people that have:

- Compassion for others and a desire to help others live independently
- Ability to work with little direction
- Eagerness to learn new tasks and skills from the consumer-employer
- Willingness to learn on-the-job from the consumer-employer
- Desire to do work that is personally enriching and gratifying

What qualities do consumer-employers look for in PCAs?

- Strong communication skills
- Honesty
- Dependability
- Trustworthy
- Reliability
- Hard-working
- Patience
- Common sense

How do people find PCA jobs?

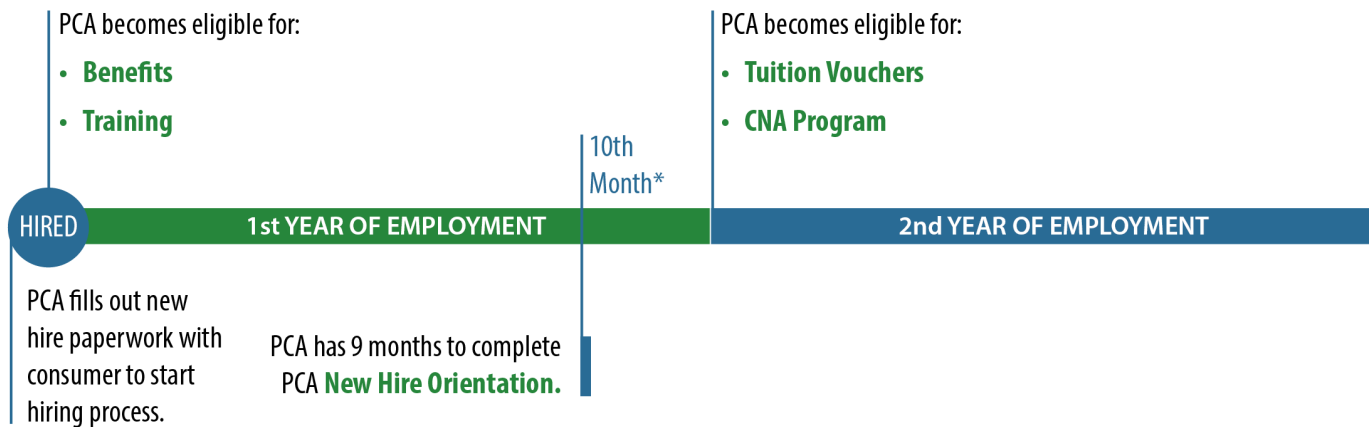
Find PCA jobs by visiting the PCA Workforce Council's PCA Mass PCA Directory at www.MassPCAdirectory.org to register and complete an application for employment and search the job data bank.



If you need phone support for the directory, call 1-888-MassPCA (627-7722) and speak to an operator Monday-Friday from 9am-5pm.



PCA Employment Timeline



* If PCA has not attended the New Hire Orientation, pay is docked \$1.00 an hour until PCA attends New Hire Orientation.

A Great Job Opportunity with Benefits, Free Training & Career Advancement! Build skills in customer service, empathy, flexibility, problem-solving and communication.

- No experience necessary
- Flexible schedule: morning/afternoon/evening/overnight/weekday/weekend
- On the job training provided

FIRST YEAR: PCA Benefits

- Hourly wage of \$16.10
- Paid family medical leave
- Earn up to 50 hours of paid time off
- Health Care Navigator
- Unemployment eligibility
- Worker's compensation insurance

FIRST YEAR: Free PCA Union Training

After your first day of PCA employment you can register for the following workshops:

Multi-session courses:

- English for Speakers of Other Languages (ESOL) - 13-week course
- How to Use a Computer - 8-week course

One-day workshops:

- Adult CPR/First Aid with AED
- Alzheimer's and Dementia
- Bloodborne Pathogens
- Body Mechanics and Transferring
- Communication and Boundary Setting
- Emergency Preparedness
- Fundamentals of Care
- Medication Safety
- Nutrition and Diabetes
- Stress Management

To register call 1-877-409-8283.

For more information [click here](#) or email: infoMA@1199funds.org





SECOND YEAR: Build your professional credentials

On the first day of the second year of employment, PCAs become eligible for:

- **College tuition vouchers** (eight credits free per year) in credit-bearing or degree programs in the information technology, health care or education fields. For more information: <https://www.1199seiubenefits.org/regions/massachusetts/college-tuition-vouchers/>
- **Certified Nurse Aid (CNA) Program** includes the course fee, certification test and uniform

Get started today!



Create a worker profile at www.MassPCADirectory.org and begin connecting online with people who want to hire a PCA. Potential consumer-employers will learn about your work preferences, qualifications, skills, and training. There are [training videos](#) available to help you learn how to register, complete your profile and search for a PCA job.

To view this document online and get more information visit www.MADirectCare.com/

