Workforce Issuance

100 DCS 14.429   ☐ **Policy** ☒ **Information**

To: Chief Elected Officials
             MassHire Workforce Board Chairs
             MassHire Workforce Board Directors
             MassHire Career Center Directors
             MassHire Fiscal Officers
             MDCS Operations Managers

cc: WIOA State Partners

From: Alice Sweeney, Director
             MassHire Department of Career Services

Date: November 16, 2021

Subject: **Executive Office of Elder Affairs (EOEA) notice of Personal and Home Care Aide State Training (PHCAST) Online**

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Purpose: To notify MassHire Workforce Boards, MassHire Career Center Operators, and other workforce development partners that the Executive Office of Elder Affairs (EOEA) is now offering Personal and Home Care Aid State Training (PHCAST) online. This free, virtual, and self-paced training is for anyone interested in becoming a community-based home care worker.

Background: Home care aides are an integral part of the in-home care team. They provide services that support older adults and persons with disabilities to live and thrive in their homes and communities, as well as to make decisions about their care and lifestyle.

PHCAST is a self-paced, video-based, 11-module online training. Each module can be completed from a home computer or smartphone. Training enrollees learn about the roles and responsibilities of a home care aide, including skills like active listening, nutrition planning, housekeeping, and working with consumers.

For more information about PHCAST online visit www.mass.gov/PHCAST.

A communications and outreach tool kit are attached. Sample text and images to utilize in communications – social media posts, blogs and newsletters, and emails to market the training to jobseekers are located in the **PHCAST Media Drive**.

Action Requested: Please share this issuance with all appropriate managers, staff, and partners.

Effective: Immediately

Inquiries: Please contact Allison Staton at Allison.M.Staton@mass.gov with questions about the tool kit or PHCAST online.

Attachments: PHCAST Online Communications and Outreach Toolkit