



Workforce Issuance

100 DCS 14.437

☐ Policy ☒ Information

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

cc: WIOA State Partners

From: Alice Sweeney, Director
MassHire Department of Career Services

Date: January 19, 2022

Subject: **Personal Care Assistant (PCA) Tool Kit and Resources**

Purpose: To notify MassHire Workforce Boards, MassHire Center Operators, and other workforce development partners of a tool kit and resources for MassHire Career Centers assisting customers interested in becoming a Personal Care Assistant.

Background: Being a Personal Care Attendant (PCA) is a wonderfully gratifying job. PCAs support consumer-employers with activities of daily living that allow them to live in their own homes and remain active in their community.

PCA Facts

- There are flexible "mother's hours" positions available.
- There are part-time, evening, weekend, and overnight shifts available.
- The application process is free and easy.
- PCAs can be hired at age 14 (some [restrictions](#) apply to PCAs under age 18).
- Job seekers can start right away, they get all their training on-the-job.

An equal opportunity employer/program.

Auxiliary aids and services are available upon request to individuals with disabilities.

TDD/TTY 1-800-439-2370 - Voice 1-800-439-0183

PCA Pre-employment program is recommended for new PCA job seekers. There is a toolkit available to share with interested parties – [MaDirectCare: PCA Toolkit Handouts](#).

Additional information and materials are available at: www.madirectcare.com.

Action

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

Effective: Immediately.