**PCA Consumer Employer Job Order Form for MRC**

There are four ways to get your completed job order form to MRC, you only need to choose one (1) from the list below:

1. Mail: John Emokpae

Massachusetts Rehabilitation Commission

Attn: John Emokpae, Employment Services Specialist

600 Washington Street

Boston MA 02111

1. Fax: 617-442-5724
2. Phone: 617-442-5510 / 617-308-9184
3. Email: John.Emokpae@mass.gov

*“MRC makes no warranties and/or guarantees regarding the suitability of potential employees and applicants. The decision to employ is not made by MRC.”*

**Consumer-Employer contact information for candidates to learn more about this job opening:**

**Consumer-Employer Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Consumer-Employer Phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Consumer-Employer Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SHORT JOB DESCRIPTION:** *For example, “PCA needed to support an adult/child with morning and evening routine and housekeeping.”*

**MAIN DUTIES/RESPONSIBILITIES:** *Select all that apply, add more, if applicable.*

* Bathing/Grooming
* Dressing/Undressing
* Toileting
* Meal preparation
* Feeding
* Shopping
* Housekeeping
* Medication administration
* Transferring/Mobility
* Transportation
* Lifting > 50 lbs.
* Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SCHEDULE-Days and hours you need the PCA to work.**

**DATE YOU NEED PCA TO START WORKING: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**LOCATION: Town(s) where the PCA will work: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SKILLS & EXPERIENCE**

**Qualifications:** *What qualifications, licenses or education level do you want your PCA to have? Do you need the PCA to have a car? Note-there are no training requirements, just personal preferences. For example: nurse aid certification, valid driver’s license, CPR, or first aid.*

**Experience:** *What type and how much experience do you want your PCA to have? For example, Hoya lift, wheelchair, or ostomy bag.*

**Skills:** *List skills needed for the job, including any technical skills (such as cooking, cleaning).*

**Language Requirements:** *List any languages needed for the job, including American Sign Language.*

**Special Considerations:** *For example, non-smoker, willing to wear non-perfumed products, or work in a home with pets.*

