



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:

- | | |
|---|---|
| <p>1. Mail: John Emokpae
Massachusetts Rehabilitation Commission
Attn: John Emokpae, Employment Services
Specialist
600 Washington Street</p> | <p>Boston MA 02111
2. Fax: 617-442-5724
3. Phone: 617-442-5510 / 617-308-9184
4. Email: John.Emokpae@mass.gov</p> |
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“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.*

- | | |
|--|--|
| <input type="checkbox"/> Bathing/Grooming | <input type="checkbox"/> Medication administration |
| <input type="checkbox"/> Dressing/Undressing | <input type="checkbox"/> Transferring/Mobility |
| <input type="checkbox"/> Toileting | <input type="checkbox"/> Transportation |
| <input type="checkbox"/> Meal preparation | <input type="checkbox"/> Lifting ≥ 50 lbs. |
| <input type="checkbox"/> Feeding | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Shopping | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Housekeeping | |



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.*
