



# PCA Workforce Council

## **Become a Personal Care Attendant** **Work Where and When You Want!**

### **What is the Personal Care Attendant (PCA) program?**

The Personal Care Attendant (PCA) program is delivered by MassHealth. MassHealth pays consumer-employers (people with disabilities) to hire PCAs to assist with 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:

- bathing and dressing
- denture care
- help with toileting
- meal preparation and feeding
- housekeeping and shopping
- help with ambulation and transfers



### **Who is the PCA employer?**

Consumer-employers are responsible to hire, train, manage, and, if needed, terminate the PCA. The consumer-employer is listed as the employer on the I-9 and W-4. PCAs are not independent contractors, taxes are withheld. Consumer-employers are evaluated and eligible for PCA services if they need support with two or more activities of daily living. Consumer-employers are given an annual allotment of hours based on need.

### **What is required to be a PCA in Massachusetts?**

- PCAs must be legally able to work in United States
- PCAs must be able to understand and carry out instructions from the consumer-employer
- PCAs must be 14.5 years of age or older
- PCAs must complete a 3-hour New Hire Orientation training

### **How do people find PCA jobs?**

- Visit the PCA Workforce Council's PCA referral directory at [www.MassPCAdirectory.org](http://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 888-MassPCA (627-7722) and speak to an operator Monday-Friday from 9am-5pm.
- Attend a Meet & Greet event. Visit <https://www.mass.gov/orgs/personal-care-attendant-workforce-council> for the current calendar and send an email to [pcacouncil@state.ma.us](mailto:pcacouncil@state.ma.us) to get the e-newsletter.

### **What should be considered to become a PCA in Massachusetts?**

- It is at each consumer-employer's discretion to check references and run a CORI, SORI or drug test

- Each consumer-employer has preferences for worker experience, certifications, or education level, etc.

## What are the benefits for PCAs?

PCAs are members of the 1199SEIU labor union and have access to the following employment benefits:

- Paid family medical leave
- Wage of \$15.40/hour
- 50 hours of earned paid time off per year
- Healthcare Navigator to improve healthcare access
- Unemployment Insurance
- Workers Compensation Insurance
- College tuition vouchers (eight credits/year) after a year of employment for classes in credit-bearing or degree programs in the information technology, health care or education fields
- PCAs are eligible to enroll in a Certified Nurse Aide program after completing a year of at least part-time employment
- Free training opportunities through [Home Care Training Benefit \(1199 SEIU\)](#), which include a 13-week ESOL course and an 8-week computer course
- Free, one-day workshops include:
  - ✓ Adult CPR/First Aid
  - ✓ 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

## Are there any restrictions on who can be hired as a PCA?

Consumer-employers cannot hire their spouse, parent/foster parent, or surrogate.

## What is required after the PCA is hired?

PCAs are required to complete a mandatory, 3-hour new hire orientation. PCAs who need to complete this required orientation will be notified through their consumer-employer with information needed to register. The letter will come from one of the three fiscal intermediaries-Stavros, Northeast ARC or Tempus Unlimited.

The consumer-employer will decide either to send their PCA to a group session or to deliver the new hire orientation themselves. PCAs are paid to attend the new hire orientation, which needs to be scheduled during non-work hours.

*Commonwealth Medicine at UMass Medical School is supporting the recruitment efforts of the PCA Workforce Council.*

### For additional questions, contact:

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