



Find a Personal Care Attendant (PCA) Job Today!

Get Started: Set up your PCA Account

Note: You need a valid email address to create a PCA account.

1. Go to MassPCADirectory.org.
2. Create a PCA account:
 - a) Click **I want a PCA Job**.
 - b) Enter your email address.
 - c) In the "Role" box choose PCA Worker.
 - d) Create a password.
 - e) Go to your email inbox.
 - f) Open the email from info@masspcadirectory.org.
 - g) Click on the link to turn on your account.

GET HELP: Call the Mass PCA Directory Helpline at 888-627-7722.

3. Complete a PCA profile:
 - a) Log in to your new account using your email address and password you created.
 - b) Click **Your Profile** and answer each question.
 - c) Click **Draft** at the bottom of the page every 15 minutes to save your information.
 - d) Click **Save** at the bottom of the page to turn on your account. Once your profile is turned on, you will be taken back to your home page. Any missing information will be listed at the top of your profile page.
 - e) Check your home page. Your profile should be listed as active now.



**Mass PCA Directory
Helpline: 888-627-7722**

**Monday – Friday
9:00 am to 5:00 pm EST**

Live operators provide support on:

- Password resets
- How to look for jobs
- How to get directory email messages

Weekends and evenings:

- Leave a voicemail with your name and telephone number and an operator will call you back
- Send an email 24/7 to Helpline staff at: info@masspcadirectory.org

Help is available in all languages.



PCA Quality Home Care Workforce Council

1 Ashburton Place, Boston, MA 02108

EHS-PCACouncil@mass.gov

MassPCADirectory.org

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Next Step: Tell Consumer-employers about yourself

Add information in the “Tell us about Yourself” section in the PCA profile. Write something that lets the consumer-employer know you have work skills, and do not forget your life skills counts too:

- Have you given care to someone in your family?
- Are you a good cook? Do you keep your home clean?
- Do you like to learn? Do you learn quickly?
- Do you have a car? Do you have a valid driver’s license?
- Are you dependable and will you show up to work on time?

Final Step: Search and Apply for Jobs near you

1. Log in to your account. Click [Search for a Job](#).
2. Enter the number of miles you can travel to get to your job.

A screenshot of a web form for searching jobs. It has a title "Location where services are being provided: *" followed by a dropdown menu showing "Boston". Below that is "And, How many miles from the above city or town are you willing to work: *" followed by a text input field containing "20" and a small up/down arrow icon. At the bottom left is a button "Perform an advanced search on current Job Postings" and at the bottom right is a button "Search".

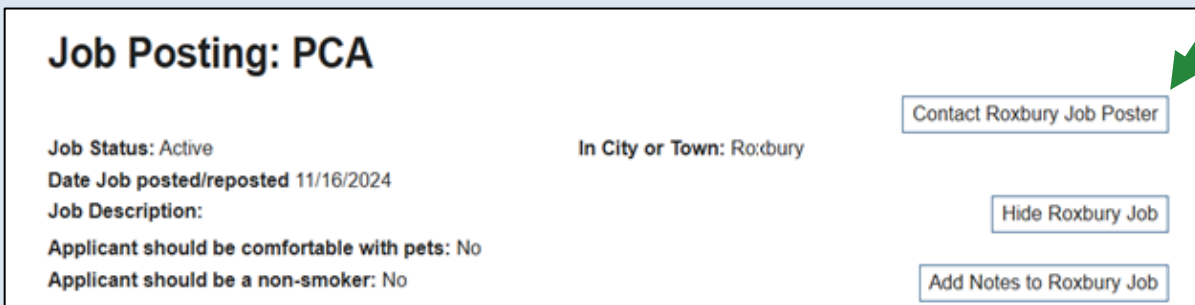
Location where services are being provided: * Boston

And, How many miles from the above city or town are you willing to work: * 20

Perform an advanced search on current Job Postings

Search

3. Send messages to consumer-employers. Click [Contact \[town\] Job Poster](#) next to each job description.

A screenshot of a job posting titled "Job Posting: PCA". It shows "Job Status: Active" and "In City or Town: Roxbury". The "Date Job posted/reposted" is "11/16/2024". The "Job Description:" section includes "Applicant should be comfortable with pets: No" and "Applicant should be a non-smoker: No". On the right side, there are three buttons: "Contact Roxbury Job Poster" (highlighted with a green arrow), "Hide Roxbury Job", and "Add Notes to Roxbury Job".

Job Posting: PCA

Job Status: Active In City or Town: Roxbury

Date Job posted/reposted 11/16/2024

Job Description:

Applicant should be comfortable with pets: No

Applicant should be a non-smoker: No

Contact Roxbury Job Poster

Hide Roxbury Job

Add Notes to Roxbury Job

4. In your email message to consumer-employers:
 - Tell them the best times to reach you.
 - Tell them how to reach you.
 - If you do not hear back from them, send them a friendly reminder email.



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