

PCA Toolkit



Finding a
PCA can be
challenging.

This toolkit is here to help with tips and information. It also features specific leads on where to place a job description.

Tips for Writing an Effective PCA Job Posting/Listing

- Be clear about what kind of help you are seeking
- Include days of the week and specific times you need filled
- Be sure to highlight any key qualifications you want
- Consider what kind of PCA is best for your lifestyle, i.e., manner, temperament, attitude, etc.
- Specify that your PCA doesn't need any prior experience to be successful at this job
- Include best ways to communicate/be contacted
- Include if having a driver's license/owning a car is necessary
- Note how hands-on you would like the person to be
- Include hourly rate
- Include city
- Consider if you need overnight help
- Specify if PCA needs to be able to lift heavier weights
- Will they need to pick you up out of bed? Move furniture? Carry your groceries?

Dos/Don'ts For Creating a Job Posting/Listing

Do:

- Be specific about your needs
- Highlight the most important qualifications you're looking for
- Include the best way to be contacted (preferably by private message or email)
- Include hourly rate
- Be clear about the hours/days you need help
- Give examples of tasks you need help with
- Specify if you require any heavy lifting

Don't:

- List your address or phone number on social media
- Have too much back and forth on social media in comments; take an inquiry to private message or email
- Be discouraged if it takes time to find the right help

Sample Job Listings

Seeking a personal care assistant Monday-Friday, 9am-noon, to help with daily tasks, including:

- Food preparation
- Light housekeeping (making bed, doing dishes)
- Moving me around my home as needed (from bed to chair, etc).

No experience necessary. Located in New Haven.

Where to Place a Job Listing

Some job listing opportunities are free and others have fees. **Here's a list of key places to consider:**

- CT PCA Job Connection Facebook page: www.facebook.com/groups/ctpcajobconnection
- Rewarding Work: www.rewardingwork.org
- Connecticut colleges and universities with nursing and social work programs
- CTHires: www.cthires.com

Note: The above entities are being provided for informational purposes and are not affiliated with MyPlaceCT.org

Interview Questions to Consider

Here are some interview questions to use as you meet with PCA candidates:

- What made you decide to apply for this job/respond to my ad/posting?
- Have you worked as a PCA before? If so, tell me what that was like and what tasks you performed.
- What interests you about working as a PCA?
- What three words do you think best describes you?
- What is something that you are really good at?
- What do you think would make you good at being a PCA?

Depending on the specific services you are seeking, consider some of the following:

- Do you like to cook?
- I use a feeding tube for nutrition, are you comfortable with that? Have you ever worked with a person who used a feeding tube?
- Do you consider yourself to be an organized and tidy person?
- How do you manage when things don't go according to plan?
- How comfortable are you with lifting? This role will require you to move me from my bed to my wheelchair. When we go out, you will need to get me into your car and fold my chair/walker/mobility device, too.



Connecticut Department
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Making a Difference