**Personal Care Assistant (PCA)**

November 2021

We are pleased that you are interested in applying for the position of **Personal Care Assistant (PCA).**  We are actively recruiting for a part-time 20 hour per week position within our

PCA/Respite/Homemaking Program. The starting wage for this non-exempt positions is $15.25 per hour, depending upon experience and qualifications. The PCA Program hours are Monday through Friday between 8 AM to 5 PM, and the schedule may fluctuate based on client needs. Due to business and client need, PCA’s may need work occasional holidays. Although not frequent, there is occasional special weekend or evening events each year where participation may be required. Use of a personal vehicle and travel within the Missoula community and surrounding area is required. You must maintain a valid MT driver’s license and vehicle insurance as required by MT state law.

A commitment to working with older adults and caregivers is essential. This position requires considerable knowledge of personal care and/or companion care procedures. Additionally, it requires knowledge of protocols of in-home care and assistance in ADL’s including assistance with personal hygiene, stand-by assistance on transfers, meal preparation and light housekeeping processes, etc. An ideal candidate will have working knowledge and understanding of aging issues and trends.

The preferred knowledge, skills and abilities are typically acquired through PCA or CNA training **OR** on the job training gained working in an assisted living facility, nursing home, a home care agency or in private residences. Volunteer work may be considered in evaluating work experience.

To apply, **you must submit a resume and a Missoula Aging Services application for employment.**

**To apply:**

Visit the Missoula Aging Services website – <https://missoulaagingservices.org>

* Click on “About Us - Careers” (top of page)

Submit your cover letter, resume and application to [hr@missoulaagingservices.org](mailto:hr@missoulaagingservices.org)

**The position is open until filled.**

**Benefits:**

* Hiring bonus after first 6 months of employment
* Retention bonus program
* Retirement
* Employee Assistance Program (EAP)
* Mileage and expense reimbursement

Missoula Aging Services is an equal opportunity employer. We consider applicants for all positions without regard to race, color, religion, gender, national origin, age, marital status, sexual orientation or veteran status, the presence of a non-job-related medical condition or disability, or any other legally protected status. Please advise us if accommodations are needed to participate in the application or interview process.

**MISSION**

Missoula Aging Services promotes the independence, dignity, and health of older adults and those who care for them.

## **VISION**

Missoula Aging Services is the voice of older adults. We provide programs and services in our communities, empowering people to age with confidence and without fear.

**VALUES**

**To make our mission and vision a reality, we practice the following:**

* In working with each other and the community, we follow our Guiding Principles and core values which are Integrity, Communication, Accountability, Respect and Safety.

**To support our mission:**

* We are person-centered in working with our clients.
* We respect a person’s autonomy within their capacity to remain independent.
* We believe that diversified funding creates a healthy and sustainable organization.
* We recognize the value of services we provide to aging adults, to veterans and to people with disabilities.
* We determine what and when services should be fee for service based on established criteria.
* We listen first. We believe that hearing from the people guides our direction.
* We are inclusive and non-partisan, listening to the minority and the majority.
* We are respectful in our communication and our behaviors – individually and collectively.
* We recognize that lack of awareness can lead to underserved aging adults.
* We believe that collaborative strategies can result in effective and efficient efforts and partnerships.
* We believe that volunteering provides a positive experience for the volunteers and those we serve.
* We honor and value our volunteers, respect their wisdom, experience, and engagement.
* MAS volunteers and clients are excited, enriched and valued through community service opportunities.

**DIVERSITY STATEMENT**

Missoula Aging Services welcomes and values all persons and embraces diversity among our staff, clients, and others whom we serve.