**Personal Care Attendant (PCA)**

September 3, 2020

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

PCA/Respite/Homemaking Program. The wage range 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, cover letter and a Missoula Aging Services application for employment.** Your resume and cover letter must clearly explain how your past work experience will allow you to be successful in meeting the Knowledge, Skills and Abilities required of this job (refer to Qualifications in the Job Description). You must give specific examples of your relevant experience.

You may include your resume and cover letter in the application packet however a resume and cover letter will not be accepted in lieu of the application form or fulfill the requirement to include a resume and cover letter addressing the above criteria.

**Incomplete application packets will not be considered.**

**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

We are 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 handicap, 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.

To support our Mission:

* We promote building a community that values and supports people of all ages and abilities;
* We engage the wisdom and talents of people of all ages and abilities in the enrichment of the community we share, providing volunteer opportunities to remain healthy and active;
* We make complex services more easily accessible through information, education, referrals and personalized services for people of all incomes with emphasis on those most in need;
* We educate and engage those who are preparing to retire;
* We support those who care for family members and loved ones;
* We honor the dignity of all individuals, to make choices that meet their specific needs including the option to remain in their own homes with the necessary supportive services.

**DIVERSITY STATEMENT**

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