

Tips for writing an effective job description

Please complete the online Job Posting Form as completely and accurately as possible. Double check your spelling and grammar. Remember: the information you provide here will be posted on the Rewarding Work Job Board exactly as you submit it.

At the bottom of the job form, please include a description of your position. This is your chance to describe what the job is like and to attract applicants who meet your needs and qualifications. When writing your job description, remember to include this information:

Who needs assistance? Describe, not by name, but by age, gender, disability, special needs, physical or personal characteristics.

What are the job duties? Be as specific as possible about what you need. For example, do you need someone to assist with personal care, errands, light housework? Do you need someone to drive you to medical appointments?

Do you prefer to hire a male or female? Because PCA and respite work often involve personal care, you may state your preference for a male or female.

Who is your ideal candidate? What qualities or experience are important to you?

What is the work schedule? What days and hours do you need to fill?

What is the pay? Make sure to include the hourly rate of pay.

Sample job description:

Brookline, MA – Afternoons & Weekends – up to 20 hours per week

Female PCA needed to assist happy, friendly 15-year-old girl with Autism. Responsibilities include the following: meet bus after school; help prepare after-school snack; transport to after-school activities; help with homework.

The ideal candidate will be energetic, personable, and have some experience working with teenagers on the Autism spectrum. Experience working with a child or adult with seizures also helpful. References and CORI check required.

Hours are 3 pm to 6 pm Monday through Thursday. Some weekend and overnight hours are also available, but are not mandatory.

Compensation: \$14.12 per hour through MassHealth.