

BRISTOL ARC

621 Jerome Avenue, P.O. Box 726
Bristol, CT 06011-0726
Phone: (860) 582-9102 Fax: (860) 582-8280

UPDATE: March 11, 2009

Do you know someone who is looking for a job?

Do you work part time and would like extra hours?

Listed below are current job openings at Bristol ARC.

1. **RESIDENTIAL COUNSELORS:**

There are **full-time** and **part-time** residential positions available. Scheduled hours are a combination of first and second shift. Weekends are included. Positions operate on rotating schedule (Week A-B-C-D) with the week beginning on Saturday and ending on Friday.

Salary: Awake rate, during probation without Medication Certification, \$12.00 per hour, during probation with Medication Certification, \$12.50 and after probation Medication Certified, \$13.20; Asleep rate, \$9.87 per hour. Revised: 9/8/08

Job Summary: Responsible for the care and safety of residents in an apartment setting. Help residents achieve goals of independence through teaching and/or assisting with activities of daily living and community skills, including meal preparation, transportation, fulfilling household chore responsibilities and working with a team of staff for these purposes. Some physical requirements such as lifting and cleaning are required.

Requirements: High school diploma or equivalent and valid Connecticut state driver's license is required. Must be able to obtain DDS medication certification upon hire. Experience preferred. AA/EOE

Benefits: FT: Sick, Vacation, Personal, Holiday, Medical & Dental; PT: Pro-rated vacation. 7

Residential Program Boy Street

BS-7

PART-TIME

16.0 hours

Sat & Sun: 8am-4pm

10/2/08

BS-12

PART-TIME

(Awake)

28.0 hours

Sat & Fri: 11:15pm-8:15am, Sun: 11:15pm-9:15am

BS-11

PART-TIME

28.0 hours

Sat: 11:15pm—8:15am

Sun: 11:15pm—9:15am

Fri: 11:15pm—8:15am

3/4/09

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**Residential Program
Huntington Woods**

HW-8

PART-TIME

22.5 hours

Sat, Sun & Thu: 4pm-11:30pm

10/10/08

HW-9

PART-TIME

23 hours

Tue: 3:30pm-11:30pm & Wed & Fri: 4pm-11:30pm

10/22/08

HW-10

PART-TIME

25 hours

Mon: 6:30am-10am, 4pm-11:30pm & Tue-Fri: 6:30am-10am

7/18/08

HW-11

PART-TIME

16 hours

Sat & Sun: 8am-4pm

7/18/08

HW-18

PART-TIME

16 hours

Sat & Sun: 8am-4pm

7/18/08

**Residential Program
Peck Lane**

3-PL

PART-TIME

Weeks A & B - 19.25 hours

Sat & Sun: 3:30pm-9:30pm

Fri: 2:15pm-9:30pm

Posted: 5/9/06

Revised: 2/23/07

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RESIDENTIAL COUNSELORS CONTINUED: (See page 1 for all other details/requirements)

13-PL

PART-TIME (Asleep)

28.0 hours

Thu: 11:00pm-9:00am

Fri & Sat: 11:00pm-8:00am

Posted: 11/25/08

14-PL

PART-TIME

15.0 Hours/Week

M-F—6:30am—9:30am

Posted: 1/15/09

2. NURSE INSTRUCTOR - P/T

Part-Time: 30 hours per week. Monday-Friday, 8:30am-2:30pm

Job Summary: Work as an instructor with persons with physical and developmental disabilities in an adult day program setting along with performing various nursing duties as needed. Provide staff training/in-services as requested. Ensure compliance with DDS regulations.

Requirements: Must be a Registered Nurse (RN). Experience with developmental disabled preferred.

Benefits: Paid sick, vacation and personal time.

Posted: 6/29/06

Revised: 1/9/09

3. DRIVER - P/T - DSO/Lake Ave

Part -Time: 20 hours per week. M-F, 8:30–10:30am and 2-4pm, (4 hours/day).

Salary: \$12.00 per hour, during probation, \$12.50 after probation.

Job Summary: Transport program participants to and from their homes to the Bristol ARC facility during designated time frames. Must be flexible. Will include taking vehicles in for scheduled maintenance and repairs as needed but hours will not exceed a combined total of 25 hours a week.

Requirements: High school diploma or equivalent and a valid Connecticut State driver's license required. Must be able to obtain Public Service License upon hire, and also attend all required in-services. Experience preferred.

Benefits: Pro-rated vacation.

Posted: 3/19/08

Revised: 9/8/08

4. INDIVIDUALIZED HOME SUPPORT STAFF

Part-Time: Approximately 18 hours per week. Second shift and weekend hours.

Salary: During probation without Medication Certification \$11.50 per hour, during probation with Medication Certification, \$12.00 and after probation Medication Certified \$12.25.

Job Summary: Provide supports to one individual living at home. Responsibilities include planning and transporting (with own reliable vehicle) to community outings and providing in-home training in ADL's as requested.

Requirements: High school diploma or equivalent and a valid Connecticut State driver's license required. Must carry sufficient automobile insurance coverage. Experience working with adults with developmental disabilities is preferred.

Benefits: Pro-rated vacation.

Posted: 7/11/08

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5. WORK ACTIVITY - DAY PROGRAM INSTRUCTOR

Part-Time: 30.0 hours per week. M-F 9:30am-3:30pm

Salary: During probation without Medication Certification, \$12.00 per hour, during probation with Medication Certification, \$12.50 and after probation Medication Certified, \$13.20.

Job Summary: Work with persons with physical and developmental disabilities in a day program setting which may include transporting and lifting clients.

Requirements: High school diploma or equivalent and a valid Connecticut State driver's license required. Must be able to obtain medication certification and Public Service License upon hire. Experience preferred.

Benefits: Pro-rated vacation, sick and personal time.

Posted: 3/4/09

6. WORK ACTIVITY - DAY PROGRAM INSTRUCTOR

Part-Time: 15.0 hours per week. Mon & Friday; 8:30am-4:00pm

Salary: During probation without Medication Certification, \$12.00 per hour, during probation with Medication Certification, \$12.50 and after probation Medication Certified, \$13.20.

Job Summary: Work with persons with physical and developmental disabilities in a day program setting which may include transporting and lifting clients.

Requirements: High school diploma or equivalent and a valid Connecticut State driver's license required. Must be able to obtain medication certification and Public Service License upon hire. Experience preferred.

Benefits: Pro-rated vacation time.

Posted: 3/4/09

7. PROGRAM ASSISTANT

Part-Time: 25 hours per week. M-F; 9am-2pm

Job Summary: Assists Program Coordinator in provision of services and operation of all programs.

Responsibilities include, but are not limited to, serving as a crisis intervention staff as needed, providing in-service training as requested, reviewing and analyzing all behavioral data, reviewing all time study data and task descriptions, processing information for medication certification, maintaining client discharge, follow-up, needs assessment, and intake information, and other related duties.

Requirements: Bachelor's Degree and experience in working with persons with developmental disabilities in a supervisory capacity is preferred. Valid CT driver's license is required. Knowledge of MS Word, MS Access and MS Excel is preferred.

Benefits: Pro-rated vacation time.

Posted: 10/15/08

8. Accounting Manager - FT

Hours: Monday—Friday, 8:30am– 4:30pm

Salary: Based on experience.

Job Summary: Responsible for accounts payable functions and oversight of accounts receivable and payroll staff through end of month financial statement preparation including journal entries and bank reconciliations.

Requirements: Bachelor's degree in accounting or finance and appropriate experience required. Computer literacy required. Working knowledge of ADP, Real World (v.8.0), and Excel a plus. Knowledge Of DDS, DSS and HUD regulations also a plus.

Benefits: Paid sick, vacation and personal time.

Posted: 1/8/09

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9. FOOD SERVICE INSTRUCTOR

Full-Time: 37.5 hours per week. M-F 8:00am-3:30pm

Salary: During probation, \$12.00 per hour
After probation \$12.50 per hour.

Job Summary: Train and supervise people with developmental disabilities in restaurant skills including kitchen work and waiting on customers. Ability to short order cook. Periodically shop for Dining Room supplies. Some record keeping required.

Requirements: High school diploma or equivalent. A valid CT state driver's license required. Experience with MR population preferred.

Benefits: Pro-rated vacation, sick and personal time.

Posted: 3/11/09

SUBSTITUTE INSTRUCTORS NEEDED

Salary: During probation without Medication Certification, \$11.50 per hour, during probation with Medication Certification, \$12.00 and after probation Medication Certified, \$12.25.

Job Summary: Work with adults with physical and developmental disabilities in a variety of program settings.

Requirements: High school diploma or equivalent. Must be 18 or older to apply. Experience preferred.

Posted: 6/3/08

Revised: 9/8/08

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