

UPDATED: November 22, 2021

# BARC

**Bristol Adult Resource Center**



**Do you know someone who is looking for a job?  
Do you work part time and would like extra hours?**

There are **full-time, part-time and substitute** Direct Support Professional (DSP) positions available. Scheduled hours may be first, second or third shift depending on needs of program.

**Hourly rate: \$16.50 per hour *without* Medication Certification.  
\$16.75 per hour *with* Medication Certification *and* BARC Pass and Pour**

## **Residential Direct Support Professional**

**Job Summary:** Responsible for the care and safety of individuals in apartment or house settings. Help individuals 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. Must be able to obtain DDS medication certification upon hire. Experience preferred. A valid state driver's license (SUB position - see posting for possible exceptions).

**Benefits for Full Time:** Paid sick, vacation, personal, holiday, Medical, Dental, Short and Long Term Disability and Vision (Employee/Employer paid). Life Insurance and 401K (match) also available.

**Benefits for Part Time 30:** Paid sick, vacation, personal, holiday, medical, 401K (match) also available.

**Benefits for Part Time under 30:** Paid sick, vacation, 401K (match) also available.

# Direct Support Professional Openings in Residential Programs

## Beemix House

**MIX #7 1:1**

**Part Time under 30**  
16 hours per week

**Sat. & Sun.:** 8:00 am - 4:00 pm

**MIX #7**

**Part Time under 30**  
15 hours per week

**Mon. thru Fri.:** 6:30 am - 9:30 am

**SFORD #19**

**Full Time**  
34.50 hours per week

**Thurs. & Fri.:** 2:30 pm - 11:30 pm  
**Sat. & Sun.:** 8:00 am - 4:15 pm

**SFORD #17**

**Part Time 30**  
29.25 hours per week

**Thurs, Fri. & Sat.:** 11:15 pm - 9:00 am

**MIX #9**

**Full Time**  
40 hours per week

**Mon. thru Fri.:** 2:45 pm - 10:45 pm

**SFORD #15**

**Part Time under 30**  
15 hours per week

**Mon.-Fri.:** 6:30 am - 9:30 am

**MIX #5**

**Full Time**  
39.75 hours per week

**Mon. 2:30pm—11:15 pm**  
**Thur. & Fri.:** 2:45 pm - 11:15 pm  
**Sat. & Sun.:** 4pm - 11:15 pm

**MIX #2**

**Full Time**  
40 hours per week

**Sun. thru Wed.:** 11:15 pm - 9:15 am

**MPL#4**

**Part Time under 30**  
15 hours per week

**Sun.:** 12:00 pm - 7:00 pm  
**Mon.& Tues.** 4:00pm-8:00pm

## Maple Falls House

**FB #3**

**Part Time 30**  
23.5 hours per week

**Sat.:** 10:00 am - 8:00 pm  
**Sun.:** 8:00 am - 3:00 pm  
**Mon.:** 2:30 pm - 9:00 pm

**MPL#7**

**Part Time under 30**  
19 hours per week

**Sat.:** 12:00 pm - 7:00 pm  
**Wed.& Thurs.& Fri.:** 4:00pm-8:00pm

**FB #9**

**Part Time under 30**  
24.5 hours per week

**Fri.:** 2:30 pm - 11:00 pm  
**Sat.:** 9:00 am - 3:00 pm  
**Sun.:** 10:00 am - 8:00 pm

**FB#5**

**Part Time under 30**  
12.5 hours per week

Monday—Friday: 7 am -9:30am

## Sunrise House

**210 6RH**

**Part Time under 30**  
15.5 hours per week

**Sat.:** 8:00 am - 3:30 pm  
**Sun.:** 8:00 am - 4:00 pm

**Sha #19**

**Part Time under 30**  
16 hours per week

**Sat & Sun:** 2:30 pm - 10:30 pm

# Openings in Residential (Continued)

## Arbor House

### Shag #22

Part Time under 30  
21.5 hours per week

Mon, Wed, Thur, Fri: 6:30 am - 10:00 am  
Tues.: 4:00 pm - 11:30 pm

### MAG #20

Part Time 30  
30 hours per week

Tues, Wed, Thurs.: 2:30 pm - 7:30 pm  
Fri. & Sat.: 4:00 pm - 11:30 pm

### MAG #18

Part Time under 30  
13.5 hours per week

Fri: 2:30 pm - 8:00 pm  
Sun: 8:00 am - 4:00 pm

### MAG #23

Part Time under 30  
10 hours per week

Sat. & Sun.: 1:00 pm - 6:00 pm

## Boy Street

### BS #12

Part Time under 30  
28 hours per week

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

### BS #2

Part Time 30  
30 hours per week

Sun. & Mon.: 4:00 pm - 11:30 pm  
Tues.: 3:00 pm - 11:30 pm  
Wed. 2:00 pm—8:30pm

### BS #8

Part Time under 30  
15 hours per week

Sat & Sun: 4:00 pm - 11:30 pm

### BS #3

Part Time under 30  
28 hours per week

Thurs. & Fri.: 3pm - 11:30 pm  
Sat. & Sun.: 4pm—9:30 pm

### BS #1

Full Time  
37.5 hours per week

Sat, Tues. & Wed: 4:00 pm - 11:30 pm  
Mon. & Thurs.: 2:00 pm - 9:30 pm

## Peck Lane

### Pec #6

Part Time under 30  
15 hours per week

Mon-Fri.: 7:00 am-10:00 am

### Mor #10

Part Time under 30  
26 hours per week

Mon—Fri: 6:30 am - 10:00 am

### Mor #6A

Part Time under 30  
16 hours per week

Sun: 4:00 pm - 11:30 pm  
Mon: 3:00 pm - 11:30 pm

### Pec #11

Part Time under 30  
20 hours per week

Fri & Sat.: 10:00 pm - 8:00 am

### Pec #10

Full Time  
37.5 hours per week

Sat.-Sun.: 8:00 am-3:30 pm  
Mon - Wed: 2:00 pm-9:30 pm

### Pec #3

Part Time under 30  
12 hours per week

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

## Associate Executive Director, Program Services

### **Job Summary:**

The Associate Executive Director, Program Services (AED) is Residential and Day Services program administrator of the non-profit Bristol Adult Resource Center (BARC). The AED reports to the Executive Director and is charged with the overall operation of BARC programs under the policies, directives and goals set forth by the Executive Director and Board. The AED builds and leads the professional team who manages and executes the program services of BARC. The AED assists the Executive Director as a professional liaison between the Agency, the membership, and the public / private agencies served by the non-profit. The AED assumes the functions of the Executive Director in their absence.

### **Experience:**

- At least two years' experience with adults with developmental disabilities
- Supervisory / management experience preferred
- Working knowledge of DDS contracts, licensing and accreditation requirements
- Experience in community organization, public relations, and program planning
- Experience in planning and implementing programs and services.
- Experience in leading professional and volunteer workers or equivalent combination of education and experience.
- Working knowledge of computers.

### **Requirements:**

- Bachelor's degree, a master's degree preferred, and practical work experience in related fields.
- A valid state driver's license, a satisfactory driving record and reliable transportation
- Attends and participates in all required in services

## ASSISTANT RESIDENTIAL MANAGER (Boy Street) — FT

**Full-Time:** 37.5 hours per week

**Salary:** TBD

**Job Summary:** The Assistant Residential Manager assists the Residential Manager in overseeing the operation of all assigned residential programs as established by Bristol Adult Resource Center's (BARC) policies, directives and goals. Acts as an advocate for all individuals serves. Shares in 24 Hour responsibility for the residential operations. Provides direct care coverage in the absence of other staff. Assists Residential Manager to ensure individuals live in a home-like atmosphere, providing a clean and safe living environment based upon DDS requirements. The Assistant Residential Manager reports to the Residential Manager.

**Requirements:** A valid state driver's license, a satisfactory driving record and reliable transportation, attends and participates in all required trainings, Public Service License may be required, obtain and maintain required DDS Medication Certification. Working knowledge of computers.

**Benefits:** Paid vacation, sick, holiday and personal time. Medical, dental and vision. Life insurance and 401K (match) also available.

Posted: 11/04/21

## **Director of Residential Services**

### **Job Summary:**

As a member of the Senior Management Team, the Director of Residential Services reports to the Associate Executive Director, Program Services and is charged with the administration of BARC's Residential Services under the policies, directives and goals established by the Executive Director and the Board of Directors. Director of Residential Services builds and leads the professional team who executes the residential services of BARC. The Director of Residential Services assists the Associate Executive Director, Program Services and Executive Director as a professional liaison between the Agency, individuals served, families, members and the public/private agencies served by the non-profit.

### **Experience:**

- At least two years experience with adults with developmental disabilities
- Supervisory / management experience preferred
- Working knowledge of DDS contracts, licensing and accreditation requirements
- Experience in community organization, public relations, and program planning
- Experience in planning and implementing programs and services.
- Experience in leading professional and volunteer workers or equivalent combination of education and experience.
- Working knowledge of computers.

### **Requirements:**

- Bachelor's degree, a master's degree preferred, and practical work experience in related fields.
- A valid state driver's license, a satisfactory driving record and reliable transportation
- Attends and participates in all required in services

Interested candidates must apply by visiting our website at <http://bristolarc.org> or apply in person M-F, 8:30a-4p at 621 Jerome Ave, Bristol, CT 06010. AA/EOE - Affirmative Action/Equal Opportunity Employer

# Nursing Position

## LPN (RESIDENTIAL – BOY STREET PROGRAM)

### **Full-Time and Part Time Available**

**Salary:** TBD

### **Job Summary:**

The Licensed Practical Nurse reports to the Registered Nurse/ Director of Residential Services. The position will assist with the medical care of those individuals participating in the Boy Street residential program. The LPN provides trainings and in-services under the policies, directives and goals established by the Bristol Adult Resource Center and the State of CT. Full time and part time positions available with rotating schedules..

The LPN is responsible for assisting the RN with a variety of medical functions for our individuals:

- \* Reviews all individuals' medical files on a regular basis to ensure all medical needs are being met, and to ensure compliance with all licensing regulations, accreditation criteria, and agency policies.
- Assists RN with unlicensed certified staff with regard to medication administration certification and nursing delegated tasks, including but not limited to, annual observations of staff in each skill area as directed by RN.
- Performs routine nursing services as needed. Assists in routine individual care and activities as needed.
  
- \* Administers medications according to DDS policies and procedures. Destroys medications with Program Manager or Supervisor as needed. Prepares information for required reports for meetings, including annual and quarterly nursing assessments as assigned by the RN

### **Requirements:**

At least two years' experience as an LPN in related field  
Organizational experience  
Working knowledge of DDS and related training requirements and regulations  
Working knowledge of computers preferred  
Possesses a valid state driver's license, a satisfactory driving record and reliable transportation  
Participates in or attends all required in-services

**Benefits:** Paid vacation, sick, holiday and personal time. Medical, dental and vision. Life insurance and 401K (match) also available.

# Direct Support Professional Openings in Day Programs

## Day Direct Support Professional

**Job Summary:** The Direct Support Professional works with individuals with physical and developmental disabilities in an adult day program setting. Participates in the operation of all assigned day service programs and ensure appropriate individual care, comfort, and instruction in accordance with BARC policy, DDS regulations and family input. Responsible for (but are not limited to): acts as an advocate for all individuals served, provides direct care coverage and instruction, participates in required trainings and staff meetings, implements teaching strategies for individuals, assists individuals in work/day service activities, ensures both regular and special dietary guidelines are followed, documents in individuals program books, teaching strategy charts, medical charts and behavior charts, ensures individuals medical needs are reported. Some lifting may be required.

**Requirements:** High school diploma or equivalent. Valid Connecticut state driver's license is required for Full Time & Part Time positions. Experience preferred but will train.

**Benefits for Full Time:** Paid sick, vacation, personal, holiday, Medical, Dental, Short and Long Term Disability and Vision (Employee/Employer paid). Life Insurance and 401K (match) also available.

**Benefits for Part Time 30:** Paid sick, vacation, personal, holiday, medical, 401K (match) also available.

**Benefits for Part Time under 30:** Paid sick, vacation, 401K (match) also available.

## Yard Service - Jerome Avenue

***Additional Requirements:*** A valid state driver's license is required, a satisfactory driving record and reliable transportation. Experience preferred with lawn equipment.

**YS #2**

**Part Time under 30**  
25 hours per week

**Mon.-Fri.: 9:30 am - 2:30 pm**

## Integrated Activities Program - Jerome Avenue

***Additional Requirements:*** Must be able to obtain DDS medication certification upon hire.

**DJ #6**

**Part Time 30**  
18 hours per week

**Tues, Wed, Fri.: 9:00 am - 3:00 pm**

## Day Support Options 2 - Lake Avenue

*Additional Requirements:* Must be able to obtain DDS medication certification and PSL upon hire.

DL2#7  
**Part Time 30**  
32.5 hours per week  
Mon.-Fri.: 8:45 am - 3:15 pm

DL2#6  
**Part Time 30**  
30 hours per week  
Mon.-Fri.: 8:45 am - 3:15 pm

SS-RM  
**Part Time 30**  
30 hours per week  
Mon.-Fri.: 9:00 am - 3:00 pm

DL2#9  
**Part Time 30**  
30 hours per week  
Mon.-Fri.: 9:00 am - 3:00 pm

## Day Support Option - Lake Avenue

*Additional Requirements:* Must be able to obtain DDS medication certification and PSL upon hire.

DL #7  
**Full Time**  
37.5 hours per week  
Mon.-Fri.: 8:30 am - 4:00 pm

DL #11  
**Part Time 30**  
30 hours per week  
Mon.-Fri.: 9:00 am - 3:00 pm

DL #12  
**Part Time 30**  
30 hours per week  
Mon.-Fri.: 9:00 am - 3:00 pm



## Openings in Day (Continued)

### Senior Supports - Lake Avenue

*Additional Job Summary:* Work with senior individuals with developmental and/or physical disabilities in Day Program setting. Transporting individual to program, community outings or engaging in programming from their home.

*Additional Requirements:* Reliable transportation and appropriate insurance coverage. Must be able to obtain DDS medication certification and PSL upon hire.

**SS-RM**

**Part Time 30**  
30 hours per week

**Mon.-Fri.: 9:30 am - 3:30 pm**

### Supported Employment– Jerome

Supported employment DSPs assist individuals to secure and maintain community employment. Hours vary based on individuals' work schedules.

SE#3

**PT 30**  
30 hours per week

**Sunday-Saturday**  
Hours are varied shifts regarding individual's work schedule.

SE#6

**PT under 30**  
18 hours per week

**Sunday-Saturday**  
Hours are varied shifts regarding individual's work schedule.

### Art - Jerome Avenue

**Art Instructor**

**Full Time**  
37.5 hours per week

**Mon.-Fri.: 8:30 am - 4:00 pm**

11/04/21

**Recreation Coordinator**  
Part Time (17.5 hours per week)

Schedule:

Every Week: Tuesday & Thursday: 2 p.m. - 6 p.m.

Every Other Week: Friday 4 p.m. - 10 p.m. / Saturday 12 p.m. - 6 pm  
3.5 hours flexible for planning purposes

Salary: \$18 / hour

Job Summary:

- Coordinates and plans BARC's Recreation and Respite schedule
- Communicates BARC's Recreation and Respite schedule with staff, individuals, families, guardians and volunteers.
- Attends recreation activities and events.
- Drives attendees to events as needed / required.
- Creates monthly recreation calendar with reoccurring and new activities.

## **Direct Support Professional SUB OPENINGS**

### **SUBSTITUTE DAY PROGRAM DIRECT SUPPORT PROFESSIONALS NEEDED**

**Hours:** Varies based on the needs of the program. Per Diem.

**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.

**\*\*A valid drivers license is required for positions where SUB works alone.\*\***

### **SUBSTITUTE RESIDENTIAL DIRECT SUPPORT PROFESSIONALS NEEDED**

**Hours:** Varies based on the needs of the program. Per Diem.

**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.

**\*\*A valid drivers license is required for positions where SUB works alone.\*\***

## **How To Apply**

Qualified candidates can apply to open positions by:

1. Visiting our website at <http://bristolarc.org> and clicking the box "Work With Us"
2. Email resume and cover letter to [careers@bristolarc.org](mailto:careers@bristolarc.org)
3. Apply in person Monday - Friday, 8:30 am - 4:00 pm at 195 Maltby Street, Bristol, CT 06010.

**Bristol Adult Resource Center is an Equal Opportunity Employer.  
AA/EOE - Affirmative Action/Equal Opportunity Employer**

Bristol Adult Resource Center  
Administrative Offices  
195 Maltby Street, PO Box 726  
Bristol, CT 06010-0726  
Phone: (860) 261-5592  
Fax: (860) 845-8896