

# Bristol Adult Resource Center

UPDATED: December 17, 2018



**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: \$14.75 per hour *without* Medication Certification.**

**\$15.00 per hour *with* Medication Certification *and* BARC Pass and Pour**

## **Openings in Residential Programs**

### **Direct Support Professionals**

**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 and valid Connecticut state driver's license is required. Must be able to obtain DDS medication certification upon hire. Experience preferred.

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

**Benefits for PT 30:** Paid sick, vacation, personal, holiday, medical, 401K also available.

**Benefits for PT under 30:** Paid sick, vacation, 401K also available.

**BM-224 #1**

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

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

**Beemix  
Program**

**BM-225 #15**

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

**Mon-Fri: 6:30 am - 10:00 am**

**BM-225 A**

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

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

**BM-225 #17**

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

**Thur: 11:15 pm - 6:45 am**

**Fri: 11:15 pm - 8:15 am**

# Openings in Residential (Continued)

## Peck Lane Program

**222 #10**

**Full Time**  
**37.5 hours per week**

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

**222 #21**

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

**Thurs & Fri:** 2:30 pm - 9:30 pm

**222 #6**

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

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

## Maple Falls Program

**FB #3**

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

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

**FB #4**

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

**Sun:** 10:00 am - 8:00 pm

**FB #5**

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

**Mon-Fri:** 7:00 am - 9:30 am

**FB #6**

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

**Sat:** 9:00 am - 5:00 pm

**FB #8**

**Part Time 30**  
**30 hours per week**

**Sat:** 11:00 pm - 10:00 am  
**Thurs & Fri:** 12:00 am - 9:30 am

# Openings in Residential (Continued)

## Boy Street Program

### **BS #6**

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

**Mon-Fri:** 6:30 am - 10:00 am

### **BS #8**

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

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

### **BS #1**

**Full Time**  
37.5 hours per week

**Mon & Thurs:** 2:00 pm - 9:30 pm

**Tues, Wed, Sat:** 4:00pm - 11:30pm

### **BS #10**

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

**Sun:** 4:00 pm - 9:30 pm

**Sat:** 8:00 am - 4:00pm

### **BS #12**

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

**Sat & Fri:** 11:15 pm - 8:15 am

**Sun:** 11:15 pm - 9:15 am

### **BS #2**

**Full Time**  
37.5 hours per week

**Mon, Fri, Sun:** 4:00pm - 11:30pm

**Tues:** 3:00 pm - 11:30 pm

**Wed:** 2:00 pm - 8:30 pm

## Huntington Woods 2 Program

### **HW2 #16 205**

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

**Fri & Sat:** 11:15 pm - 8:15 am

**Sun:** 11:15 pm - 9:15 am

### **HW2 #18**

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

**Fri:** 2:30 pm - 8:00 pm

**Sat:** 8:00 am - 4:00 pm

### **HW2 #20 205**

**Part Time 30**  
30 hours per week

**Tues-Thurs:** 2:30 pm - 7:30 pm

**Fri & Sat:** 4:00 pm - 11:30 pm

### **HW2 #9B**

**Full Time**  
38.5 hours per week

**Tues-Thurs, Sat:** 4:00 pm - 11:30 pm

**Fri:** 3:00 pm - 11:30 pm

# Openings in Residential (Continued)

## Max Program

**13M**

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

**Sat & Sun:** 6:30 am - 2:00 pm

**240-12M**

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

**Mon - Fri:** 6:30 am - 9:00 am

**15M**

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

**Sat - Sun:** 2:00 pm - 9:00 pm

**11M**

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

**Mon-Fri:** 6:30 am - 9:00 am

**210-4M**

**Full Time**  
**37.5 hours per week**

**Week A:**

**Sat, Sun, Wed:** 2:00 pm - 11:30 pm

**Thurs:** 2:30 pm - 11:30 pm

**Week B:**

**Mon-Fri:** 2:30 pm - 11:30 pm

## Huntington Woods 1 Program

**HW1 #16**

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

**Sat & Fri:** 10:30 pm - 6:30 am

**HW1 #19**

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

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

**HW1 #21**

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

**Mon-Fri:** 6:30 am - 10:00 am

## Openings in Day Programs

### **Direct Support Professional - DSO - PT 30 (1 opening)**

390 Lake Ave.

**Part-time:** 30 hours per week

**Monday-Friday: 8:30 am - 2:30 pm**

**Job Summary:** Work with individuals with physical and developmental disabilities in an adult day program setting. Lifting and transporting of individuals is required.

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

**Benefits:** Paid sick, vacation, personal, holiday, medical, 401K also available.

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### **Direct Support Professional - DSO - FT (2 openings)**

390 Lake Ave.

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

**Monday-Friday: 8:30 am - 4:00 pm**

**Job Summary:** Work with an individual with physical and developmental disabilities in an adult day program setting. Lifting and transporting of the individual is required.

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

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

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### **Direct Support Professional - DSO - PT 30 (1 opening)**

621 Jerome Ave.

**Part-time:** 30 hours per week

**Monday-Friday: 9:00 am - 3:00 pm**

**Job Summary:** Work with individuals with physical and developmental disabilities in an adult day program setting. Lifting and transporting of individuals is required.

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

**Benefits:** Paid sick, vacation, personal, holiday, medical, 401K also available.

## **Openings in Day Programs (Continued)**

**Direct Support Professional - WAP - PT 30** (1 opening)      390 Lake Ave.

**Part-time:** 30 hours per week

**Monday-Friday: 9:00 am - 3:00 pm**

**Job Summary:** Work with individuals with physical and developmental disabilities in an adult day program setting. Lifting and transporting of individuals is required.

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

**Benefits:** Paid sick, vacation, personal, holiday, medical, 401K also available.

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**Direct Support Professional - Senior Supports - PT 30**

**Part-time:** 30 hours per week

**Monday-Friday: 9:00 am - 3:00 pm**

**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.

**Requirements:** High School diploma or equivalent. A valid state driver's license is required. Reliable transportation and appropriate insurance coverage.

**Benefits:** Paid sick, vacation, personal, holiday, medical, 401K also available.

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**Direct Support Professional - Senior Supports - PT under 30**

**Part-Time:** 20 hours per week

**Monday-Thursday: 9:30 am - 2:30 pm**

**Job Summary:** Work with individuals with physical and developmental disabilities in a Convalescent Home and Day Program Setting. Transporting individual to program and outings.

**Requirements:** High School diploma or equivalent. A valid state driver's license is required. Reliable transportation and appropriate insurance coverage. Experience preferred.

**Benefits:** Paid sick, vacation, 401K also available.

## **Openings in Day Programs (Continued)**

### **Food Service Position - FT**

**Full Time**— 37.5 hours per week

**Monday-Friday: 8:30am-4:00pm**

**Job Summary**— Train and supervise people with developmental disabilities in restaurant skills, including kitchen work and waiting on customers. Ability to short order cook. Documentation and some lifting required. Attendance at trainings and staff meetings required.

**Requirements**— High School Diploma or equivalent.

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

### **SUBSTITUTE INSTRUCTORS NEEDED**

**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.

**\*\*\*Residential substitutes are required to have a valid Connecticut driver license\*\*\***

### **Administrative Assistant - FT**

**621 Jerome Ave.**

**Full Time**— 37.5 hours per week

**Monday-Friday: 8:30 am - 4:00 pm**

**Job Summary**— Answer and directs phone calls; organizes and schedules appointments, service calls, or meetings; writes and/or distributes correspondence (memos, letters, emails, faxes, etc.); assists Managers in preparation of reports or typing of minutes; maintains organized filing system; updates databases; orders office and program supplies; maintains contact lists; greets and assists visitors; works with administrative and management staff to complete projects. This position also coordinates and completes the steps necessary to submit requests to Medicaid for initial application or continuation of participants' benefits (cash assistance, medical insurance, SNAP, Medicare savings program, etc.). In addition to the skills noted above, this portion of the job will require the employee to collaborate closely with Residential Management, compile needed data and documents, complete forms, submit forms, and keep detailed, organized records.

**Requirements**— High School Diploma or equivalent, proficiency in MS Office (especially MS Word, MS Excel and MS Outlook), excellent time management skills, excellent written and verbal communication skills, strong organizational skills with ability to multi task, working with knowledge of office equipment, like printers and fax machines. Experience preferred.

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

# **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 [bristolarc@bristolarc.org](mailto:bristolarc@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  
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Website: [www.bristolarc.org](http://www.bristolarc.org)**