

UPDATED: June 21, 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: \$14.75 per hour *without* Medication Certification.  
\$15.00 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 also available.

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

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

# Direct Support Professional Openings in Residential Programs

## Beemix House

**MIX #6**

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

**Sat.:** 11:15 pm - 9:00 am

**MIX #7**

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

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

**MIX #8**

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

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

**SFORD #19**

**Part Time 30**  
34.50 hours per week

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

**SFORD #16**

**Full Time**  
39 hours per week

**Sun-Wed.:** 11:15 pm - 9:00 am

## 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

**FB #9**

**Part Time 30**  
33 hours per week

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

## 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

### 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

Updated: 1/3/20

### Sha #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 #23

Part Time under 30  
10 hours per week

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

Updated: 8/25/20

### Sha #2

Full Time  
37.5 hours per week

Sun, thru Thur.: 11:15 pm - 6:45 am  
Updated: 6/8/21

## Boy Street

### BS #3

Part Time under 30  
28 hours per week

Thurs. & Fri.: 3 pm—11:30 pm  
Sat & Sun: 4:00 pm - 9:30 pm

### BS #8

Part Time under 30  
15 hours per week

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

### BS #2

Full Time  
37.5 hours per week

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

Tues.: 3:00 pm - 11:30 pm  
Wed.: 2:00 pm— 8:30pm

### BS #12

Part Time under 30  
28 hours per week

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

## Peck Lane

### 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

### Mor #6A

Part Time under 30  
7.5 hours per week

Sun: 4:00 pm - 11:30 pm

### Pec #6

Part Time under 30  
15 hours per week

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

### Pec #3

Part Time under 30  
12 hours per week

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

### Pec #11

Part Time under 30  
20 hours per week

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

# **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 and assists 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 Executive Director and the Board of Directors.

The LPN is responsible for assisting the RN with a variety of medical functions in order to assure a harmonious flow of services throughout Bristol Adult Resource Center to include:

- 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.
- 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.
- Administers medications according to DDS policies and procedures.

### **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 also available.

Posted: 10/30/19

# Assistant Residential Manager

## **ASSISTANT RESIDENTIAL MANAGER (Boy Street) — FT**

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

**Salary:** TBD

**Job Summary:** The Assistant Residential Manager assists in over seeing 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. Assists Residential Manager to ensure individuals live in a homelike atmosphere, providing a clean and safe living environment based upon DDS requirements. The Assistant Manager will also provide some direct care as part of their responsibilities and shares in on call responsibility for the residential operations. 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 also available.

Posted: 5/18/21

# 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 also available.

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

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

### Greenhouse - Jerome Avenue

**GH #2**

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

**Mon.-Fri.: 10:00 am - 2:00 pm**

10/31/20

### Art - Jerome Avenue

**Art #3**

**Part Time 30**  
30 hours per week

**Mon.-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#6**

**Part Time 30**  
30 hours per week

**Mon.-Fri.: 8:45 am - 3:15 pm**

5/4/21

**DL2#4**

**Full Time**  
37.5 hours per week

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

12/20

**DL2#10**

**Part Time 30**  
30 hours per week

**Mon.-Fri.: 9:00 am - 3:00 pm**

10/26/20

# Openings in Day (Continued)

## Integrated Activities Program - Jerome Avenue

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

DJ #2  
**Full Time**  
37.5 hours per week  
Mon.-Fri.: 8:30 am - 4:00 pm  
1/26/21

DJ #1  
**Full Time**  
37.5 hours per week  
Mon.-Fri.: 8:30 am - 4:00 pm  
5/5/21

## Day Support Option - Lake Avenue

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

DL #5  
**Full Time**  
37.5 hours per week  
Mon.-Fri.: 8:30 am - 4:00 pm

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

DL #6  
**Full Time**  
37.5hours per week  
Mon.-Fri.: 8:30 am - 4:00 pm

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

DL #2  
**Full Time**  
37.5 hours per week  
Mon.-Fri.: 8:30 am - 4:00 pm

DL #9  
**Part Time 30**  
30 hours per week  
Mon.-Fri.: 8:30 am - 2:30 pm

## 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  
2/20/20

# 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.

<b>SS-RM</b>
<b>Part Time 30</b> 30 hours per week
<b>Mon.-Fri.: 9:30 am - 3:30 pm</b>

## Supported Employment– Jerome

Our supported employment positions are designed to assist adults with developmental disabilities in locating and securing community jobs at competitive wages. Individual placement is where the job coach remains on the job site providing daily training until the worker is able to independently perform his/her job to the employer’s satisfaction. Hours vary based on individual’s work schedule.

SE#2
<b><u>PT under 30</u></b>
<u>Sunday-Saturday</u> Hours are varied shifts regarding individual’s work schedule

SE#5
<b><u>PT under 30</u></b>
<u>Sunday-Saturday</u> Hours are varied shifts regarding individual’s work schedule



## **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**

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