



UPDATED: July 12, 2017

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Openings in Residential

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

RESIDENTIAL COUNSELORS

There are **full-time** and **part-time** residential positions available. Scheduled hours may be first, second or third shift.

Salary: *Awake rate*, during probation, without Medication Certification, \$12.50 per hour. With Medication Certification and BARC Pass and Pour \$13.20; *Asleep rate*, \$10.10 per hour. **Substitute rate**, \$12.00 per hour without Medication Certification. With Medication Certification and BARC Pass and Pour \$12.25.

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: **FT:** Paid vacation, sick, personal and holiday, Medical, Dental and Life Insurance. **PT:** Pro-rated vacation, accrued sick time.

Huntington Woods 2

HW2 #18 PART-TIME 13.5 hours/week Sat: 8a-4p Tues: 2:30p-8p Posted: 4/19/17	HW2 #20 PART-TIME 24.5 hours/week Sat, Sun: 2p-6p Mon, Thurs, Fri: 2:30p-8p Posted: 4/19/17
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Openings in Residential (Continued)

Beemix

BM—225

FULL-TIME
39 hours/ week (AWAKE)

Sat: 11:15p-8:15a
Sun-Wed: 11:15p-6:45a

Posted: 6/20/17

BM- 224

PART TIME
17 hours/ week

Sat: 8a-4:15p
Sun: 8a-4:45p

Posted: 6/20/17

BM

PART TIME
15 hours/ week

Mon-Fri: 6:30a-9:30a

Posted: 07/12/17

Maple Falls

MAPLE

FULL-TIME
40 hours/week

Sun-Thurs: 3p-11p

Posted: 6/20/17

FALLS BROOK

PART-TIME
10 hours/ week

Sat: 5p-11p
Sun: 4p-8p

Posted: 6/20/17

FALLS BROOK

PART-TIME
12.5 hours/ week

Mon-Fri: 7a-9:30a

Posted: 6/20/17

Openings in Residential (Continued)

Boy Street

<p><u>BS #4</u></p> <p>FULL-TIME 40 hours/ week (AWAKE)</p> <p><u>Mon-Thurs:</u> 11:15p-9:15a</p> <p>Posted: 6/20/17</p>	<p><u>BS #6</u></p> <p>PART-TIME 17.5 hours/ week</p> <p><u>Mon-Fri:</u> 6:30a-10a</p> <p>Posted: 3/2/17</p>	<p><u>BS #8</u></p> <p>PART-TIME 15 hours/ week</p> <p><u>Sat-Sun:</u> 4p-11:30p</p> <p>Posted: 6/20/17</p>
<p><u>BS #11</u></p> <p>PART-TIME 28 hours/week (AWAKE)</p> <p><u>Sat & Fri:</u> 11:15p-8:15a <u>Sun:</u> 11:15p-9:15a</p> <p>Posted: 5/24/17</p>	<p><u>BS #12</u></p> <p>PART-TIME 28 hours/ week (AWAKE)</p> <p><u>Fri-Sat:</u> 11:15p-8:15a <u>Sun:</u> 11:15p-9:15a</p> <p>Posted: 3/2/17</p>	<p><u>BS #</u></p> <p>PART-TIME 30 hours/week</p> <p><u>Mon-Fri:</u> 9a-3p</p> <p>Posted: 7/12/17</p>

Huntington Woods 1

<p><u>HW1 #16</u></p> <p>PART-TIME 16 hours/week (AWAKE)</p> <p><u>Fri/Sat:</u> 10:30p-6:30a</p> <p>Posted: 01/04/16</p>	<p><u>HW 1#21</u></p> <p>PART-TIME 17.5 hours/ week</p> <p><u>Mon-Fri:</u> 6:30a-10a</p> <p>Posted: 4/19/17</p>
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Peck Lane

<p><u>PL</u></p> <p>PART-TIME 15 hours/week</p> <p><u>Mon-Fri:</u> 7a-10a</p> <p>Posted: 1/6/17</p>
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Openings in Residential (Continued)

Max

<p><u>8M-240</u></p> <p><u>PART-TIME</u> 16 hours/ week</p> <p><u>Sat:</u> 8a-4p <u>Sun:</u> 8a-4p</p> <p>Posted: 10/4/16</p>	<p><u>9M - 210</u></p> <p><u>FULL-TIME</u> 37.5 hours/ week (AWAKE)</p> <p><u>Sun-Thurs:</u> 11:15p-6:45a</p> <p>Posted: 4/19/17</p>
<p><u>11M - 240</u></p> <p><u>PART-TIME</u> 12.5 hours/ week</p> <p><u>Mon-Fri:</u> 6:30a-9a</p> <p>Posted: 4/19/17</p>	<p><u>12M -240</u></p> <p><u>PART-TIME</u> 12.5 hours/ week</p> <p><u>Mon-Fri:</u> 6:30a-9a</p> <p>Posted: 06/27/16</p>
<p><u>15M - 240</u></p> <p><u>PART-TIME</u> 14 hours/ week</p> <p><u>Sat-Sun:</u> 2p-9p</p> <p>Posted: 12/2/16</p>	<p><u>16M - 240</u></p> <p><u>PART-TIME</u> 12.5 hours/ week</p> <p><u>Mon-Fri:</u> 6:30a-9a</p> <p>Posted: 12/2/16</p>

Day Program Openings

DAY PROGRAM LPN — PT

390 Lake Ave

Part-Time: 15 hrs/wk.**Tuesday/Wednesday/Thursday: 9a-2p**

Job Summary: Assists with the medical care of individuals in the Day Program. The LPN provides trainings and inservices under the policies, directives and goals established by the Executive Director, the Board of Directors and DDS guidelines. The LPN assists the Registered Nurse as a professional liaison between the Agency, the public / private agencies that relate to BARC.

Requirements: At least one year 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 inservices.

Benefits: Paid Sick, Vacation, 401K also available.

Posted: 12/30/16

1:1 DAY SERVICE INSTRUCTOR — PT

390 Lake Ave.

Part-time: 30 hrs/wk**Monday-Friday: 9am-3pm**

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

Benefits: Paid Sick, Vacation, 401K also available.

Posted: 2/23/17

DSO INSTRUCTOR—FT (4 openings)

390 Lake Ave.

Full-time: 37.5 hrs/wk**Monday-Friday: 8:30am-4p**

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 CT 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 and Vision (employee/employer paid). Life Insurance and 401K also available.

Day Program Opening (Continued)

DIRECTOR OF DAY SERVICES—FT

621 Jerome Ave.

Full-time: 37.5 hrs/wk

Monday-Friday: 8:30am-4:30p

Job Summary: The Bristol Adult Resource Center supports individuals with developmental disabilities. The Director of Day Service oversees day programs to ensure proper services and management is provided. This position ensures the Executive Director is kept fully informed of issues regarding day service programs. The Director of Day Services leads the team of personnel and is responsible for their supervision.

Responsibilities include but are not limited to:

- Serves as a resource for managers, staff and participants
- Develops program standards, contents, objectives and goals for the individuals we support
- Manages new participant intake, orientation, placement and funding
- Assists Executive Director and Board of Directors in developing policies and procedures for BARC day service programs
- Acts as liaison between agency, participants' families, DDS Case Managers and program staff
- Coordinates and submits all required DDS reporting
- Oversees Quality Service Review (QSR) process
- Participates in representing BARC to community businesses
- Remains current on best practices in the field of developmental disabilities
- Communicates with DDS regarding required documentation
- Oversees maintenance of participant records

Requirements:

- Bachelor's degree in related field preferred and practical work experience in related field
- Master's degree in related field preferred
- At least five years of experience with adults with developmental disabilities
- Supervisory / management experience preferred
- Working knowledge of DDS contract requirements
- Experience in planning and implementing programs and services
- Experience in leading professional and volunteer workers
- Working knowledge of using computers for email, documentation and training

Benefits: Paid Sick, Vacation, Personal, Holiday. Medical, Dental and Vision (employee/employer paid). Life Insurance and 401K also available.

Day Program Openings (Continued)

FOOD SERVICE INSTRUCTOR – FT

621 Jerome Ave.

FULL TIME: 37.5 hours per week.

Monday—Friday, 8:30a-4p

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 is required. Experience preferred.

Benefits: Paid Sick, Vacation, Personal, Holiday. Medical, Dental and Vision (employee/employer paid). Life Insurance and 401K also available.

FOOD SERVICE INSTRUCTOR – PT

621 Jerome Ave.

PART TIME: 20 hours per week

Monday—Friday, 10:30a-2:30p

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 is required. Experience preferred.

Benefits: Paid Sick, Vacation, 401K also available.

CANDY KITCHEN INSTRUCTOR

621 Jerome Ave.

Full Time: 37.5 hours per week

Monday-Friday: 8:30a-4p

Job Summary: Instruct individuals on all aspects of Candy Program including but not limited to: set up, filling molds, trimming, packaging. Responsible for assigned paperwork. Some lifting may be required.

Requirements: High school diploma or equivalent and a valid CT State driver's license. Experience preferred.

Benefits: Paid vacation, sick, holiday and personal time, 401K Plan

Posted: 07/12/17

Day Program Openings (Continued)

GREENHOUSE INSTRUCTOR

621 Jerome Ave.

Part Time: 20 hours per week

Monday-Friday: 10a-2p

Job Summary: Instruct individuals on all aspects of the Greenhouse program. Responsible for assigned paperwork. Some lifting may be required.

Requirements: High school diploma or equivalent and a valid CT State driver's license. Experience preferred.

Benefits: Paid Sick, Vacation, 401K also available.

Posted: 07/12/17

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 ***

Bristol Adult Resource Center
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Bristol, CT 06010-0726
Phone: (860) 261-5592
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Email: bristolarc@bristolarc.org
Website: bristolarc.org

Apply: M-F, 8:30a—4p

AA/EOE - Affirmative Action/Equal Opportunity Employer