

# BARC

Updated: April 15, 2024



**Bristol Adult Resource Center**

***BARC has a very generous Employee Referral Program & Sign on Bonus***

**Full-time, Part-time and Substitute** Direct Support Professional (DSP) positions available. Scheduled hours may be first, second, third shift, Sub hours vary depending on needs of program.

**Hourly rate: \$18.75—\$19.25 per hour *without* Medication Certification.**

**\$19.25—\$19.75 per hour *with* Medication Certification *and* BARC Pass and Pour**

## **Residential and Day Direct Support Professional**

**Job Summary:** The Direct Support Professional works with individuals with physical and developmental disabilities in an adult day or residential program setting. Participates in the operation of all assigned day or residential service programs ensure appropriate individual care and safety, 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, staff meetings, implements teaching strategies, assists individuals in daily living, activities, community skills, meal preparation, transportation. Documents in individuals program books, teaching strategy charts, medical charts, and behavior charts, ensures individuals medical needs are reported. Some physical requirements of lifting, pushing, and cleaning are required.

**Requirements:** High school diploma, 18 yrs. Old, and Valid state driver's license. Must be able to obtain DDS medication certification, CPR, PMT upon hire. Experience preferred. (SUB position - see posting for possible exceptions). PSL endorsement with medical & background checks required for some positions.

**Benefits for Full Time:** Paid sick, vacation, personal, holiday, medical, vision, dental, short and long term disability. Life Insurance and 401K with up to 5% matching.

**Benefits for Part Time 30:** Paid sick, vacation, personal, holiday, medical, Vision, and 401K with up to 5% matching.

**Benefits for Part Time under 30:** Paid sick, vacation, 401K also available with up to 5% matching.

**Generous sign-on bonuses and employee referral program available**

# DIRECT SUPPORT PROFESSIONAL

## Openings in Residential Programs

### FULL TIME

Total Weekly Hours	Position Number/location	Days and Hours	
40 hours	Shag#2 Arbor	Sun-Wed. 11:15 pm—9:15 am	
38 hours	BS#7 Boy St.	Sat. & Sun 8:00am—4:00 pm	Mon. 3pm-11:30pm Thur. 4pm-11:30pm Fri. 2pm—8:30 pm
37.5 hours	#1RH Sunrise	Tues/Thurs/Friday 2:00 pm—11:30 pm	Saturday 2:30 pm—11:30 pm

### PART TIME 30

30 hours	BS#3 Boy St.	Thurs.—Fri. 3 pm—11:30 pm	Sat.—Sun. 3:30 pm—10 pm
30 hours	Sford#17 Beemix	Thurs.—Sat. 11:15 pm—9:15 am	
30 hours	Rcrest#14 Morningcrest	Thurs—Sat. 11:15 pm—9:15 am	
30 hours	Rcrest#21 Morningcrest	Thurs.—Sat. 11:15 pm—9:15 am	

### PART TIME under 30

17.5 hours	BS#6 Boy St.	M-F 6:30 am—10 am	
17.5 hours	Sha#21 Sunrise	Mon.—Fri. 6:30 am to 10 am	
15 hours	RH#5 Sunrise	Mon.—Fri. 6:30 am to 9:30 am	

# DIRECT SUPPORT PROFESSIONAL

## OPENINGS IN RESIDENTIAL PROGRAMS

### PART TIME UNDER 30

Total Week hours	Position	Days and Hours	
24.5 hours	FB#9 Maple Falls	Fri. 2:30pm—11:00pm	Sat. 9 am –3pm Sun. 10am - 8 pm
20.5 hours	Pec#20 Peck Ln	Fri. & Sat. 3:30 pm-10pm	Sun. 8 am—3:30 pm
14 hours	Pec#21 Peck Ln	Thurs. & Fri. 2:30 pm—9:30 pm	
24 hours	Mor#8 Moringcrest	Sat. and Sun 9 am—5 pm	Monday 3 pm—11:15pm
28 hours	Boy #12 Boy St.	Fri. and Sat. 11:15 pm - 8:15 am	Sun. 11:15 pm—9:15 am
19 hours	MPL#7 Maplefalls	Wed., Thur., Fri. 4pm –8pm	Sat. 12pm—7pm
14 hours	French#8 Beemix	Sat. and Sun. 4 pm—11pm	
15 hours	BS#8 Boy St.	Sat/Sun: 4pm-11:30pm	
28 hours	BS#11 Boy St.	Fri. & Sat: 11:15 pm—8:15 am	Sunday 11:15 pm—9:15 am
28 hours	Mag#16 Arbor	Fri. and Sat. 11:15pm—8:15am	Sun. 11:15pm-9:15am
15 hours	MPL#4 Maple Falls	Sunday 12 pm-7pm	Mon. and Tues. 4 pm—8pm
15 hours	French#6 Beemix	Monday—Friday 6:30 am—9:30 am	
17.25 hours	Rcrest#18 Morningcrest	Friday 2:30 pm—11:30 pm	Saturday 9:00 am—5:15 pm

## **RESIDENTIAL MANAGER**

**1 position available**

**Full-Time:** 37.5 weekly + Flex work time to accommodate the program

**Job Summary:** The Residential Manager oversees the operation of all assigned residential programs as established by the Bristol Adult Resource Center's policies, directives and goals. Acts as an advocate for all individuals served. Shares in 24 Hour responsibility for the residential operations. Provides direct care coverage in the absence of other staff. Ensures individuals live in a home-like atmosphere, providing a clean and safe living environment based upon DDS requirements. Prepares written reports, conducts assessments and maintains resident's files as required. Oversees and maintains financial records of individuals fund, benefits, in-house money, supply money and DDS Rent Subsidies as applicable.

The Residential Manager reports to the Assistant Director of Residential Services.

**Requirements:** At least two years of supervisory experience. At least two years working with adults with developmental disabilities. Familiarity with DDS regulations. Working knowledge of computers

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

**Benefits:** Paid Sick, Vacation, Personal, Holiday. Medical, Dental and Vision. Life Insurance and 401K with 5% matching.

## **Assistant Residential Manager**

**2 Position available**

**Full-Time:** 37.5 hours per week +Flex work time to accommodate the program

**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.

## **LPN (RESIDENTIAL – BOY STREET PROGRAM)**

**1 Part Time 30 Available**

**1 Part Time under 30 Available**

**Salary:** \$30.68

### **Job Summary:**

The Licensed Practical Nurse reports to the Assistant 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:**

- \* Preferred two years' experience as an RN in related field
- \*Organizational experience.
- \*Working knowledge of DDS and related training requirements and regulations.
- \*Working knowledge of computers.
- \*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.

## **LPN (DAY PROGRAM) Part Time 30**

### **Job Summary:**

The Licensed Practical Nurse reports to the Registered Nurse/ Director of Day Services. The position will assist with the medical care of those individuals participating in the Lake Ave. day 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.

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 also available.

# Direct Support Professional Openings in Day Programs

## FULL TIME/ PART TIME

Total Weekly Hours

Position Number/location

Days and Hours

18 hours	SE#4 Supported Employment	Varies Sunday to Saturday due to individuals job hours
37.5 hours	SE#1 Supported Employment	Varies Sunday to Saturday due to individuals job hours

30 hours	Mag#19 IDN 1:1 Arbor	M-F 9 am—3pm
30 hours	DL#9 Lake Ave.	M-F 9 am—3pm
30 hours	DL2#11 Lake Ave. <b>ON HOLD</b>	M-F 9 am—3pm
32.5 hours	DL2#7 Lake Ave. <b>ON HOLD</b>	M-F 8:45 am—3:15 pm



# **SUBSTITUTES**

There are substitute positions available in both BARC Day and Residential programs except for: Peck & Morningside

## **How To Apply**

Qualified candidates can apply to open positions by:

1. Visiting our website at <http://bristolarc.org> and clicking the box Careers, Job Board, pick a position and apply/upload resume.
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  
Email: [bristolarc@bristolarc.org](mailto:bristolarc@bristolarc.org)  
Website: [www.bristolarc.org](http://www.bristolarc.org)