

# BARC

**Bristol Adult Resource Center**

Updated: June 28, 2024



***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                        |   |
|--------------------|--------------------------|---------------------------------------|---|
| 32 hours           | French#5                 | Sunday<br>4pm-11:15pm                 | Mon., Thurs. and Friday<br>3 pm– 11:15 pm |
| 37.50 hours        | RH#1<br>Sunrise          | Tues., Thurs. & Fri.<br>2 pm—11:30 pm | Sat. 2:30 pm—11:30pm                      |
| 40 hours           | French#6<br>Beemix       | Sunday<br>11pm-8am                    | Monday –Wednesday<br>11 pm—9am            |

## **PART TIME under 30**

| Total Weekly Hours | Position Number/location | Days and Hours                      |                          |
|--------------------|--------------------------|-------------------------------------|--------------------------|
| 17.5 hours         | BS#6<br>Boy St.          | M-F<br>6:30 am—10 am                |                          |
| 12 hours           | MPL#5<br>Maplefalls      | Sat.—Sun<br>9 am to 3 pm            |                          |
| 28 hours           | BS#12<br>Boy St.         | Fri. and Sat.<br>11:15 pm - 8:15 am | Sun.<br>11:15 pm—9:15 am |
| 26 hours           | Sha#16<br>Sunrise        | Fri. and Sat<br>10:30 pm—6:30 am    | Sun.<br>10:30 pm-9:15 am |

# DIRECT SUPPORT PROFESSIONAL

## OPENINGS IN RESIDENTIAL PROGRAMS

### PART TIME UNDER 30

| Total Week hours | Position Number/location | Days and Hours                   | Days and Hours                     |
|------------------|--------------------------|----------------------------------|------------------------------------|
| 24.5 hours       | FB#9<br>Maple Falls      | Fri. 2:30pm—11:00pm              | Sat. 9 am –3pm<br>Sun. 10am - 8 pm |
| 20.5 hours       | Pec#20<br>Peck Ln        | Fri. & Sat.<br>3:30 pm-10pm      | Sun.<br>8 am—3:30 pm               |
| 14 hours         | Pec#21<br>Peck Ln        | Thurs. & Fri.<br>2:30 pm—9:30 pm |                                    |
| 24 hours         | Mor#8<br>Moringcrest     | Sat. and Sun<br>9 am—5 pm        | Monday<br>3 pm—11:15pm             |

| Total Weekly Hours | Position Number/location | Days and Hours                  | Days and Hours             |
|--------------------|--------------------------|---------------------------------|----------------------------|
| 28 hours           | BS#11<br>Boy St.         | Fri. & Sat:<br>11:15 pm—8:15 am | Sunday<br>11:15 pm—9:15 am |
| 15 hours           | MPL#4<br>Maple Falls     | Sunday<br>12 pm-7pm             | Mon. and Tues.<br>4 pm—8pm |
| 14.5 hours         | French#8<br>Beemix       | Sat. & Sun.<br>4 pm– 11:15pm    |                            |
| 16 hours           | MPL#6<br>Maple Falls     | Fri. and Sat.<br>3 pm—11 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 Passenger Endorsement 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.

## **Day Program Assistant Manager (Yard Service/Greenhouse)**

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

**Salary:** TBD

### **Job Summary:**

The Day Program Assistant Manager participates in the operation of all assigned programs as established by Bristol Adult Resource Center's (BARC) policies, directives, and goals. The Day Program Assistant Manager shares in the overall responsibility of the programs.

Acts as an advocate for all individuals served. Provides direct care coverage as needed. This position reports to the Manager. The Day Program Assistant Manager is a full time, non-exempt position.

### **Experience:**

At least two years of supervisory experience preferred.

At least two years working with adults with developmental disabilities preferred.

### **Requirements:**

A valid state driver's license. Obtain PPE (Public Passenger Endorsement) required.

Ability to back up a medium sized trailer.

An acceptable background check, including the DDS Abuse and Neglect Registry and a clean driving record through DMV check.

Reliable transportation.

Effective written and verbal communication skills.

Able to reach and bend to perform work tasks. Ability to use lawn maintenance machinery, work outdoors for extended periods of time and move supplies/equipment.

Ability to lift/transfer persons who require physical assistance as needed.

Able to work cooperatively with all BARC employees, individuals served, families, supervisors, and other providers or professionals.

Demonstrates sound judgement and decision-making skills in accordance with BARC policies.

Willing and able to complete all essential responsibilities.

Working knowledge of computers.

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

### **2 Part Time 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.

# Direct Support Professional Openings in Day Programs

## FULL TIME/ PART TIME

| Total Weekly Hours | Position Number/location     | Days and Hours   |
|--------------------|------------------------------|--|
| 18 hours           | SE#4<br>Supported Employment | Varies Sunday to Saturday due to individuals job hours |
| 30 hours           | DL#9<br>Lake Ave.            | M-F<br>9 am—3pm  |
| 30 hours           | DL#10<br>Lake Ave.           | M-F<br>9 am-3pm  |

## SUBSTITUTES

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

## Day Program-Driver

**Pt under 30**

**Hours: Monday—Friday 7am-10am & 2:30pm-4:30pm**

**Job Summary:** The driver is responsible for transporting program participants to and from their residents to the Bristol Adult Resource Center facility in company designated vehicles.

### **Requirements:**

A valid state driver's license, a satisfactory driving record and reliable transportation

Attends and participates in all required trainings.

May require ability to obtain PPE (Public Passenger Endorsement) on license.

**Benefits:** Vacation paid after 1 year of employment and Sick time. 401K with matching up to 5%



## **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**

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