

BARC

Bristol Adult Resource Center

Updated: October 9, 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 ensures appropriate individual care and safety, and instruction in accordance with BARC policies, DDS regulations and family/guardian/team input. Responsible for but not limited to: advocating for all individuals served, providing direct care coverage and instruction, completes all required trainings during times offered, attends staff meetings, implements teaching strategies, assists individuals in daily living, activities, community skills, meal preparation, transportation, etc.. 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, have a valid driver license with a clean driving record back 3 years. Must be able to obtain and maintain DDS medication certification, CPR, PMT. Ability to attend and successfully complete all other required trainings at the times offered. Experience preferred. (see posting for possible exceptions).

Additional Requirements: PPE (Public Passenger Endorsement) with medical, background checks and valid CT driver license for at least 3 years is required for some positions (see position listings).

Benefits for Full Time: Paid sick, vacation, personal, holiday, medical, vision, dental, short & long term disability, life insurance, EAP, 401K and Roth with up to 5% matching.

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

Benefits for Part Time under 30: Paid sick, vacation, EAP, 401K and Roth with up to 5% matching.

Sign-on bonus for FT and PT 30. Employee referral program available for all positions

DIRECT SUPPORT PROFESSIONAL OPENINGS IN RESIDENTIAL PROGRAMS

PART TIME 30

Weekly Hours	Location/Position #	Days and Hours
31.5 hours	Ridgecrest #5	Sat. & Sun. 5 pm - 11:30 pm Mon. & Tues. 2:15 pm - 11:30 pm
34.5 hours	Ridgecrest #6	Sat. & Sun. 9 am—5:15 pm Thurs. & Fri. 2:30 pm—11:30pm
30 hours	Magnolia #4	Tues.—Thurs. 2:30 pm-7:30pm Fri. and Sat. 4 pm-11:30 pm
31 hours	Fallsbrook #3	Sat. 9 am - 8 pm Sun. 8 am - 3 pm Mon. 2 pm - 9 pm Fri. 2:30pm - 11pm
30 hours	Boy St. #12	Fri., Sat. & Sun. 11:15 pm - 9:15 am
30 hours	Boy St. Senior Support 2 positions available	Mon.—Fri. 9 am—3 pm
30.75 hours	French #7	Thurs.—Sat. 11pm-9:15am

PART TIME under 30

Weekly Hours	Location/Position #	Days and Hours
17.5 hours	Boy St. #6	Mon-Fri 6:30 am - 10 am
15 hours	Boy St. #9	Sat. & Sun. 9 am - 4:30 pm
15 hours	Boy St. #8	Sat. & Sun. 4 pm - 11:30 pm
14.5 hours	Boy St. #10	Sat. 9 am - 4 pm Tues. 2 pm - 9:30 pm

DIRECT SUPPORT PROFESSIONAL OPENINGS IN RESIDENTIAL PROGRAMS

PART TIME UNDER 30

Weekly Hours	Location/Position #	Days and Hours
14 hours	Peck #2	Thurs. & Fri. 2:30pm - 9:30pm
12 hours	Peck #3	Sat. & Sun. 3:30pm-9:30pm
15 hours	Peck #8	Mon.—Fri. 6:30am - 9:30am
24 hours	Morningside #4	Sat. & Sun 9am - 5pm Mon 3pm - 11:15pm
14.5 hours	French #6	Sat. & Sun. 4 :00pm - 11:15pm
14 hours	French #8	Sat. & Sun. 9am - 4 pm
14 hours	Fallsbrook #4	Sat. 9am - 3pm Sun. 10am - 6pm
15 hours	Timber #4	Sun. 12pm—7pm Mon. & Tues. 4pm– 8pm
12 hours	Timber #5	Sat. & Sun. 9am - 3pm
16 hours	Timber #6	Fri. and Sat. 3 pm - 11pm

SUBSTITUTES

Substitute positions available in various residential programs

RESIDENTIAL MANAGER

2 positions 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.

Experience:

- At least two years of supervisory experience.
- At least two years working with adults with developmental disabilities.
- Familiarity with DDS regulations.

Requirements:

- A valid state driver's license, a clean driving record back three years and reliable transportation.
- An acceptable background check, including the DDS Abuse and Neglect Registry and DMV check.
- Public Passenger Endorsement may be required.
- Obtain and maintain required DDS Medication Certification, CPR and PMT.
- Ability to attend and successfully complete all required trainings at times offered.
- Working knowledge of computers.
- Able to work cooperatively with all BARC employees, individuals served, families, supervisors, & other providers or professionals.
- Effective written and verbal communication skills.
- Demonstrate sound judgement and decision-making skills.
- Willing & able to complete all essential responsibilities.

Benefits:

Paid sick, vacation, personal, holiday, medical, vision, dental, short & long term disability, life insurance, EAP, 401K and Roth with up to 5% matching.

ASSISTANT RESIDENTIAL MANAGER

3 positions available

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

Job Summary:

The Assistant Residential Manager assists the Residential Manager in overseeing 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 served. Shares in 24 Hour responsibility for the residential operations. Provides direct care coverage in the absence of other staff. Assists Residential Manager to ensure individuals live in a home-like atmosphere, providing a clean and safe living environment based upon DDS requirements. The Assistant Residential Manager reports to the Residential Manager.

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, a clean driving record back three years and reliable transportation.
- An acceptable background check, including the DDS Abuse and Neglect Registry and DMV check.
- Public Passenger Endorsement may be required.
- Obtain and maintain required DDS Medication Certification, CPR and PMT.
- Ability to attend and successfully complete all required trainings at times offered.
- Working knowledge of computers.
- Able to work cooperatively with all BARC employees, individuals served, families, supervisors, & other providers or professionals.
- Effective written and verbal communication skills.
- Demonstrate sound judgement and decision-making skills.
- Willing & able to complete all essential responsibilities.

Benefits:

Paid sick, vacation, personal, holiday, medical, vision, dental, short & long term disability, life insurance, EAP, 401K and Roth with up to 5% matching.

LPN (RESIDENTIAL – BOY STREET PROGRAM)

2 Positions Available

Part-Time - 31 hours & 15 hours

Salary: \$30.68

Job Summary:

The Licensed Practical Nurse reports to the Assistant Director of Residential Services. The position will assist with the medical and direct 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.

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 uncertified staff with regard to medication administration and nursing delegated tasks.
- 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 reports for meetings, including annual and quarterly nursing assessments as assigned by the RN.

Requirements:

- Valid LPN license in CT.
- Preferred two years experience as an LPN in related field.
- Working knowledge of DDS and related training requirements and regulations.
- A valid state driver's license, a clean driving record back three years and reliable transportation.
- An acceptable background check, including the DDS Abuse and Neglect Registry and DMV check.
- Obtain and maintain required DDS Medication Certification, CPR and PMT.
- Ability to attend and successfully complete all required trainings and in-services at times offered.
- Working knowledge of computers.
- Able to work cooperatively with all BARC employees, individuals served, families, supervisors, & other providers or professionals.
- Effective written and verbal communication skills.
- Willing & able to complete all essential responsibilities.

Benefits:

Paid sick, vacation, personal, holiday, medical, vision, dental, EAP and 401K & Roth with up to 5% matching.

Benefits vary based on position hours.

Direct Support Professional Openings in Day Programs

FULL TIME/ PART TIME

Weekly Hours	Location/Position Number	Days and Hours	Additional Requirements
18 hours	SE #4 Supported Employment	Days and hours vary Sun-Sat due to individuals job hours	
30 hours	YS #2	Mon.-Fri. 9am-3pm	Ability to drive with and back up a medium sized trailer. Ability to use landscaping equipment and work outdoors for extended periods of time.
30 hours	GH #1	Mon.-Fri. 9am-3pm	Ability to work with various plants and landscaping inside and outside of greenhouse.
30 hours	DL #9 Lake Ave.	M-F 9 am—3 pm	Public Passenger Endorsement required Must pass physical, additional background check with state of CT and have a CT driver license for at least 3 years.
30 hours	DL #10 Lake Ave.	M-F 9 am—3 pm	Public Passenger Endorsement required Must pass physical, additional background check with state of CT and have a CT driver license for at least 3 years.

SUBSTITUTES

Substitute positions available in various Day programs.

Day Program Assistant Manager (Yard Service/Greenhouse)

Full-Time: 37.5 hours per week

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 Yard Service/Greenhouse Manager.

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, a clean driving record back three years and reliable transportation.
- An acceptable background check, including the DDS Abuse and Neglect Registry and DMV check.
- Ability to drive with and back up a medium sized trailer.
- Ability to use landscaping equipment and work outdoors for extended periods of time.
- Obtain and maintain required CPR and PMT certification.
- Ability to attend and successfully complete all required trainings at times offered.
- Working knowledge of computers.
- Able to work cooperatively with all BARC employees, individuals served, families, supervisors, & other providers or professionals.
- Effective written and verbal communication skills.
- Demonstrate sound judgement and decision-making skills.
- Willing & able to complete all essential responsibilities.

Benefits:

Paid sick, vacation, personal, holiday, medical, vision, dental, short & long term disability, life insurance, EAP, 401K and Roth with up to 5% matching.

Day Program Manager (Art)-Jerome

Full-Time: 37.5 hours per week

Job Summary:

The manager participates in the operation of all assigned program as established by Bristol adult Resource Center's policies, directive, and goals. Acts as an advocate for personal growth and community inclusion for all individuals served. Participates in development of Person-Centered Plans and semi-annual meetings in conjunction with the team. Prepares reports and ensures the implementation of the plan. Ensures oversight of the medical care of the individuals. Provides direct care coverage as needed. Maintains individuals' BARC program, management, and all other necessary records while maintaining confidentiality and HIPAA standards. Oversees and maintains all other required documentation. Participates in the recruitment, orientation, and on-going training of staff. The Manager reports to the Assistant Director of Day Services.

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, a clean driving record back three years and reliable transportation.
- An acceptable background check, including the DDS Abuse and Neglect Registry and DMV check.
- Obtain and maintain required DDS Medication Certification, CPR and PMT.
- Ability to attend and successfully complete all required trainings at times offered.
- Able to reach and bend.
- Working knowledge of computers.
- Able to work cooperatively with all BARC employees, individuals served, families, supervisors, & other providers or professionals.
- Effective written and verbal communication skills.
- Demonstrate sound judgement and decision-making skills.
- Willing & able to complete all essential responsibilities.

Benefits:

Paid sick, vacation, personal, holiday, medical, vision, dental, short & long term disability, life insurance, EAP, 401K and Roth with up to 5% matching.

Recreation Coordinator

Part-Time: 17.5 hours per week

Salary: \$20.50 / hour

Schedule:

Every Week - Tuesday & Thursday 12 pm - 6 pm

Alternating Fridays & Saturdays - Friday 3:30 pm - 9 pm / Saturday 11:30 am - 5 pm

Job Summary:

- Coordinates and plans BARC's Recreation and Respite schedule.
- Communicates BARC's Recreation and Respite schedule with staff, individuals, families, guardians and volunteers.
- Attends recreation activities and events.
- Drives attendees to events as needed / required.
- Creates monthly recreation calendar with reoccurring and new activities.

Requirements:

- A valid state driver's license, a clean driving record back three years and reliable transportation.
- An acceptable background check, including the DDS Abuse and Neglect Registry and DMV check.
- Obtain and maintain required CPR and PMT certification.
- Ability to attend and successfully complete all required trainings at times offered.
- Working knowledge of computers.
- Able to work cooperatively with all BARC employees, individuals served, families, supervisors, & other providers or professionals.
- Effective written and verbal communication skills.
- Demonstrate sound judgement and decision-making skills.
- Willing & able to complete all essential responsibilities.

Benefits:

Paid sick and vacation time, EAP, 401K and Roth with up to 5% matching.

Hours are subject to change based on the needs of the program.

Additional assignments maybe added to this position.

How To Apply

Qualified candidates can apply to open positions by:

- Visiting our website at <https://bristolarc.org> and clicking the box Careers, Job Board, pick a position, apply & upload resume.
- Go to Indeed search for Bristol Adult Resource positions apply & upload resume.
- Apply in person Monday - Friday, 8:30 am - 4:00 pm at 195 Maltby Street, Bristol, CT 06010.

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
Website: <https://bristolarc.org>

Bristol Adult Resource Center is an Affirmative Action/Equal Opportunity Employer