

# BARC

Bristol Adult Resource Center

Updated: November 1, 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
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. 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
14.5 hours	Boy St. #8	Sat. 9 am - 11:30pm (double)
14.5 hours	Boy St. #9	Sun. 9 am - 11:30 pm (double)
14.5 hours	Boy St. #10	Sat. 9 am - 4 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
12 hours	Timber #5	Sat. & Sun. 9am - 3pm
16 hours	Timber #6	Fri. and Sat. 3 pm - 11pm
15 hours	Redstone#5	Mon.—Fri. 6:30am—9:30am

## **SUBSTITUTES**

Substitute positions available in various residential programs

## **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)**

### **1 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	GH #1	Mon.-Fri. 9am-3pm	Ability to work with various plants and landscaping inside and outside of greenhouse.
37.5 hours	DL#1  Lake Ave.	Mon.-Fri.  8:30am—4pm	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 #9  Lake Ave.	Mon.-Fri.  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.	Mon.-Fri.  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.

## 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.

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Administrative Offices  
195 Maltby Street, PO Box 726  
Bristol, CT 06010-0726  
Phone: (860) 261-5592  
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Website: <https://bristolarc.org>

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