

BARC

Bristol Adult Resource Center

Updated: February 18, 2025



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

FULL TIME

Weekly Hours	Location/Position #	Days and Hours
38.5 hours	Boy St.#7	Sat/Sun. 8am-4pm, Mon. 3pm-11:30pm, Thurs. 4pm-11:30pm, Fri. 2- 8:30pm
38.5 hours	Mag#2 Arbor	Sun. through Tues: 4pm- 11:30pm Wed & Thurs. 3:30pm- 11:30pm
39.50 hours	Judson#3	Tues.-Fri. 3pm-11:15pm Sat. 4:45pm-11:15pm

PART TIME 30

Weekly Hours	Location/Position #	Days and Hours
30 hours	Boy St. Senior Support	Mon.—Fri. 9 am—3 pm
30 hours	Boy St. #12	Fri.—Sun. 11:15pm—9:15am
33.5 hours	French#5	Sun. 4pm-11:15pm Mon, Thur, Fri. 2:30pm-11:15pm
31.50 hours	Rcrest#5	Sat. and Sun. 5 pm-11:30pm Mon. and Tues. 2:15pm-11:30pm
34.5 hours	Rcrest#6	Sat. and Sun. 9 am-5:15pm Thurs. and Fri. 2:30pm-11:30pm
30 hours	Stafford Senior Support	Mon.—Fri. 9 am to 3 pm
32.25 hours	Judson#5	Sat. 4:45pm-11:15pm Mon. 3pm-11:15pm Tues. & Wed. 2:30pm-11:15pm

DIRECT SUPPORT PROFESSIONAL OPENINGS IN RESIDENTIAL PROGRAMS

PART TIME UNDER 30

Weekly Hours Location/Position # Days and Hours

17.5 hours	Boy St. #6	Mon-Fri 6:30 am - 10 am
7 hours	Boy St. #10	Sat. 9 am - 4 pm
17 hours	Shagbark#4	Sat. and Sun. 9am-5:30pm
14.5 hours	French #6	Sat. & Sun. 4 :00pm - 11:15pm
14 hours	French #8	Sat. & Sun. 9am - 4 pm
14 hours	Falls brook #4	Sat. 9am - 3pm Sun. 10am - 6pm
12 hours	Timber #5	Sat. & Sun. 9am - 3pm
8 hours	Timber #6	Sat. 3 pm - 11pm
17 hours	Redstone#4	Sun. 4 pm—11:30pm Wed. 2 pm— 11:30pm
15 hours	Redstone#5	Mon.—Fri. 6:30am—9:30am
26.75 hours	Sharon#1	Fri. & Sat. 10:30 pm—6:30am Sun. 10:30 pm—9:15am

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
16 hours	Mag#1 Arbor	Fri. 2:30-8pm Sat. & Sun. 10am-3pm
28 hours	Mag#3 Arbor	Fri. & Sat. 11:15pm—8:15am Sun. 11:15pm—9:15am
16.5 hours	Judson #4	Sat. 8:30 am— 5pm Sun. 9am - 5pm
16 hours	Judson#5	Sat. 9 am—5pm Sun. 9 am— 5pm
25.75 hours	Judson#6	Sun. 5pm-11:15pm, Mon., Thurs. & Fri. 2:30pm-9pm

RESIDENTIAL MANAGER

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 financial credit check, 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

1 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 financial credit check, 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 and Roth with up to 5% matching.

Benefits vary based on position hours.

Direct Support Professional

Openings in Day Programs

FULL TIME/ PART TIME/PART TIME UNDER 30

Weekly Hours	Location/Position Number	Days and Hours	Additional Requirements
30 hours	YS#1 Yard Service	M-F 9 am— 3 pm	Ability to drive with and back up a medium sized trailer. Ability to use landscaping equipment and work outdoors for extended periods of time
20 hours	GH#2	M-F 8:30am– 12:30pm	
32 hours	DJ#6 Jerome Ave..	M-F 8:45am—3:15 pm	
18 hours	SE#4 Supported Employment		Days and hours vary Sun-Sat due to individuals job hours
30 hours	EDE#1 Employment Develop- ment& Exploration	M-F 9 am—3 pm	
30 hours	Art#2	M-F 9 am—3 pm	
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.
37.5 hours	DL#2 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 #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.

Direct Support Professional Openings in Day Programs

FULL TIME/ PART TIME/PART TIME UNDER 30

Weekly Hours Location/Position Number Days and Hours Additional Requirements

30 hours	DL2#8 Lake Ave.	Mon.-Fri. 9 am—3 pm	
30 hours	DL2#9 Lake Ave.	Mon.-Fri. 9 am—3 pm	
37.50 hours	DL2#1 Lake Ave.	Mon.—Fri. 8:30 am—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.

DAY PROGRAM ASSISTANT MANAGER
(Supported Employment/Employment Development &
Exploration)-Jerome Ave.

Full-Time: 37.5 hours per week

Job Summary: The Assistant Manager assists the SE/EDE Manager in overseeing the operation of all assigned programs as established by Bristol Adult Resource Center's (BARC) policies, directives and goals. Responsibilities include but are not limited to: Acts as an advocate for all individuals serves. Shares in responsibility for the day program/supported employment operations.

Provides direct care coverage as needed/assigned. Assists SE/EDE Manager to ensure individuals are provided a clean and safe environment based upon DDS requirements. The Assistant Manager reports to the SE/EDE Program Manager.

Experience:

- At least two years of supervisory experience preferred.
- At least two years working with adults with developmental disabilities preferred.

Requirements:

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

- 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.
- Attends and participates in all required trainings.
- Working knowledge of computers.
- 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, EAP and 401K and Roth with up to 5% matching.

Job Developer (Supported Employment/Employment Development & Exploration)

-Jerome Ave.

Full Time: M-F 8:30am-4pm, 37.5 hours per week

Job Summary:

The Job Developer will work within the Supported Employment/Employment Development and Exploration Program. Responsibilities include but are not limited to: actively seek employment opportunities for individuals with developmental disabilities in the community. Assist with the creation and implementation of an employment development & exploration curriculum. Assist with the evaluation of individuals' interests and skills through assessments throughout the training program. Network within the local area to build relationships and obtain job leads. Attend job fairs and recruitment events to connect individuals with potential employers. Acts as an advocate for all individuals served. Provide direct care coverage as assigned/needed. Ensures individuals are provided a clean and safe environment based upon DDS requirements. The Job Developer reports to the SE/EDE Manager.

*Completion of DDS Customized Employment Course mandatory.

Qualifications & Experience:

Degree in a social science field or experience in job development preferred.

At least two years working with developmental disabilities preferred.

Basic Requirements:

Excellent oral, written and interpersonal skills desired.

A valid state driver's license and satisfactory driving record

Reliable transportation

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

Working knowledge of computers.

Able to obtain and maintain DDS Medication Certification, CPR & First Aid, and PMT

Acceptable background check included DDS Abuse & Neglect and DMV check

Transferring people, lifting supplies, reach & bend, and willing & able to complete all responsibilities.

Benefits:

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

Day Program Manager (Autism)- North Main St.

Full time: M-F 8:30am-4pm, 37.5 hours per week

Job Summary:

The Day Program manager participates in the operation of all assigned programs as established by Bristol Adult Resource Center's (BARC) policies, directives, and goals. Responsibilities include participation and development in the individuals' Person Centered Plan (PCP) and Semi-Annual/IPR meetings. The manager will advocate for personal growth and community inclusion for all individuals served. They will write, implement, and revise teaching strategies for individuals. The manager will plan recreational, leisure, educational and day service activities with individual and team input. In addition, they will provide direct care coverage in the absence of other staff. The day program manager will report to their assigned Director/Assistant Director of Day Program Services.

Qualifications & Experience:

At least two years working with developmental disabilities preferred.

Experience with individuals on the Autism Spectrum preferred.

At least two years of supervisory experience preferred.

Basic Requirements:

- A valid state driver's license
- An acceptable background check, including the DDS Abuse and Neglect Registry and DMV check.
- Reliable transportation.
- Effective written and verbal communication skills
- Physically capable of transferring, assisting with transfers and lifting people who require physical assistance.
- Physically capable of lifting and moving supplies.
- Able to reach and bend to perform work tasks.
- Able to work cooperatively with all BARC employees, individuals served, families, supervisors, and other providers or professionals.
- Working knowledge of computers.
- Obtain and maintain DDS Medication Certification: select a class within 1 week of hire date and be enrolled in a class within 30 days of hire date (or as soon as a slot in a class becomes available).

Benefits:

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

Substitutes Day Program Drivers needed

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

****Substitutes may not need to do both a.m. or p.m. hours a day.**

- Must pass background check with state of CT, Abuse/Neglect, and CT driver license for at least 3 years
- may require ability to obtain Public Passenger Endorsement

SUBSTITUTES

Substitute positions available in various
residential programs

Maintenance/ Handyperson
(Per Diem)

Schedule:

Hours will vary based on the needs of the agency. No less than 25 hour per week

Salary:

\$21.00/hr.

Job Summary:

- Makes minor repairs throughout the buildings and residential homes of the agency.
- Completes routine/basic maintenance as needed.
- Completes small jobs such as assembling and moving of items, cleaning tasks, painting, etc.
- Shops for items needed to complete the task.

Requirements:

High school diploma or GED

Valid state driver's license

Reliable transportation

Physically capable of moving and lifting items. Able to reach and bend to perform work duties.

Related experience or certifications preferred.

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>

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