

# BARC

**Bristol Adult Resource Center**

Updated: February 28, 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#7	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

# **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	
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

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



**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.

## 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

## **FINANCE MANAGER**

**Part Time:** 30 hours weekly

### **Job Summary:**

The Finance Manager will help to oversee the day-to-day operations of the Finance Department. The Finance Manager reports to and works closely with the Director of Finance to manage/assist with accounts payable, accounts receivable, payroll, banking transactions and other accounting duties. This is a part time non-exempt position.

### **Experience:**

- Associate degree or higher in accounting or related field.
- 5+ years of experience in accounting related services.
- 2 years of supervisory experience.
- Proficiency in Microsoft Office applications and advanced Excel skills preferred.
- Proficiency with accounting software (experience with Blackbaud-Financial Edge preferred).
- Organized with excellent attention to detail and accuracy.
- Ability to manage and prioritize multiple tasks simultaneously to meet deadlines.
- Ability to work independently and as part of a team flexibly and to use own initiative to solve problems proactively.

### **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.
- Strong written and verbal communication skills
- Able to work cooperatively with all BARC employees, individuals served, families, supervisors, and other providers or professionals.
- Willing and able to complete all essential responsibilities.

### **Benefits:**

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

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