

Position Description

Position: Lead Direct Support Specialist

Salary: \$48K to 52K Annually

Reports to: IRC Program Manager

Status: FT with Benefits

Benefits: Excellent PTO plan available, access to 401/k retirement, and 100% of medical/dental/vision benefits paid by the company.

Position Summary

This is a lead support position that works closely with the IRC program manager to ensure the safety and wellbeing of youth in our care.

Responsibilities of a Direct Support Specialist at Youth Unlimited Inc:

- Provide general supervision and ensure the safety and well-being of residents\
- Teach and model daily living, coping, and social skills
- Implement structured daily schedules and individualized support plans
- Assist with behavior management, crisis intervention, and de-escalation
- Supervise recreational, group, and community-based activities
- Oversee all aspects of daily living, including routines, hygiene, meals, and safety
- Complete required documentation, daily logs, and incident reports accurately and timely
- **Direct Support:** Assist with hygiene and medical support as needed, skills training, and daily living tasks both in the home and in the broader community
- **Relationship Building:** Cultivate strong, supportive connections with individuals receiving services and provide backup support coverage when needed

Lead & Program Support Responsibilities

- Serve as a **role model for Direct Support staff** by demonstrating trauma-informed, culturally responsive care
- Provide **guidance, coaching, and informal training** to staff during shifts
- **Training & Development:** Train new Direct Support Professionals on essential job duties and person-centered care practices
- Collaborate with the **Program Manager** on program implementation, documentation, and compliance
- Work with the **Case Manager and the IRC House Parent** to support treatment goals, placement transitions, and stabilization
- Support adherence to agency policies, licensing requirements, and IRC contract expectations
- **Compliance & Documentation:** Ensure proper documentation is maintained to meet compliance standards
- Communicate effectively with supervisors regarding resident needs, staff performance, and program operations
- Assist with shift coverage coordination as needed

On-Call Responsibilities



- Participate in an **on-call rotation** to support staff during evenings, nights, weekends, and holidays
 - Respond to emergencies, crises, and staff questions during on-call hours
 - Provide guidance on behavior management, safety protocols, and emergency procedures
 - Escalate concerns to program leadership when appropriate

Leadership & Development Responsibilities

- Provide **advocacy and person-centered support** for youth
- Serve as a **primary resource and mentor** for DSP staff during shifts
- **Team Leadership:** Serve as a resource for team members and act as a proxy for Program Managers during absences (sick leave, vacation, etc.)
- Assist with **staff training, coaching, and modeling best practices**
- Promote a positive team culture and help staff grow skills and confidence
- Support oversight of program routines to ensure **safety, consistency, and quality of care**

Preferred Minimum Qualifications

Knowledge, Skills, and Abilities:

- Our ideal Lead Direct Support Specialist will possess a bachelor's degree in social/behavioral science, psychology, or a closely related field. and has three years of related experience in youth care, human services, child welfare, crisis intervention, or similar.
- Be compassionate and motivated to have a career that impacts the lives of others.
- Proficient in MS Office (e-mail, Word, Google Docs, Calendar, Excel, etc.).
- Strong written/verbal skills.
- Ability to follow complex oral and written directions.
- Ability to maintain complex clerical records and prepare daily reports.
- Ability to establish and maintain effective working relationships with clients, coworkers, and the general public.

Legal Requirements:

- Minimum age of 21
- Successful completion of DHS Background Check
- Completion of OIS Crisis Management and CPR/First Aid training (or ability to obtain upon hire)

Preferred QUALIFICATIONS:

- Bachelor's degree and experience providing care to individuals with developmental disabilities.
- Experience providing care to individuals with developmental disabilities
- Previous experience in a lead, mentoring, or supervisory role
- Bachelor's degree is obtained within six months of hire.

Signed _____ Date _____