
Position Title: Lead Direct Support Professional (DSP)**Schedule Requirement:** Evening Shift + Every Other Weekend**Location:** [Insert Location Here]**Reports To:** House Manager / Residential Program Manager

Position Overview:

We are currently seeking a dependable and committed **Lead DSP** to provide essential evening and every-other-weekend coverage. This position plays a key leadership role in supporting individuals in residential settings, mentoring direct care staff, and ensuring continuity of operations during critical shifts.

In addition to providing high-quality direct support, the **Lead DSP is expected to function as an Assistant House Manager (AHM) and fill in for the House Manager (HM)** when necessary. This includes taking full responsibility for supervision, documentation oversight, staff coordination, and ensuring the home operates in compliance with agency policies, **Home and Community-Based Services (HCBS)** requirements, and **Missouri Department of Mental Health – Division of Developmental Disabilities (DDD)** regulations.

Key Responsibilities:**Direct Support and Shift Leadership:**

- Deliver person-centered care aligned with each individual's **Person-Centered Service Plan (PCSP)**.
- Provide hands-on support with daily living activities, community engagement, skill-building, and goal progress.
- Act as the on-site lead during evening shifts, coaching DSPs and ensuring a positive, rights-based environment.
- Ensure supports reflect HCBS values including **dignity, autonomy, privacy, and inclusion**.
- Communicate shift updates, concerns, and incident reports to the HM and Program Manager.

When Acting as Assistant House Manager or House Manager:

- Serve as the designated supervisor in the absence of the HM or AHM.
- Coordinate and ensure proper staff coverage, calling in replacements when needed.
- Oversee daily routines, medication administration records (MARs), and house logs.



- Ensure all agency and state-required documentation is accurate, complete, and submitted timely.
 - Monitor and assist with individual budgets, fund ledgers, and proper use of personal spending money.
 - Support in maintaining the physical home, ensuring cleanliness, safety, and compliance with licensing rules.
 - Communicate with families, guardians, Support Coordinators, and other professionals as needed.
 - Lead by example and model respectful, trauma-informed interactions with individuals and staff.
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Schedule Requirements:

- Must be available to work **evening shifts** Monday through Friday, and every other weekend.
 - Must be available to work **every other weekend**.
 - **Consistency is essential** in this role. Because the Lead DSP helps fulfill critical evening leadership coverage, a regular and reliable schedule is required. Changes in availability may affect continued placement in the Lead DSP role.
 - Participation in the **on-call rotation** may be required. On-call responsibilities include responding to urgent staffing or behavioral concerns after hours and supporting DSPs or individuals during emergencies. On-call assignments are scheduled in advance and shared across leadership roles to ensure support is available at all times.
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Qualifications:

- Current DSP or equivalent experience required.
- Prior leadership, mentoring, or supervisory experience in residential settings strongly preferred.
- Solid understanding of **HCBS Settings Rule** and **Missouri DDD rights and policies**.
- Strong organizational, decision-making, and communication skills.
- Must be reliable, able to manage competing priorities, and act with integrity under pressure.
- Knowledge of MARs, PCSPs, incident reporting, and behavior support documentation preferred.

Leadership Expectations:

- Demonstrate the core values of **Abilities, LLC: Integrity, Community, and Empathy.**
- Actively promote the rights of individuals receiving support as outlined in **federal HCBS regulations** and **Missouri law.**
- Serve as a role model for professionalism, compliance, and person-centered service delivery.
- Step confidently into the AHM or HM role as needed, ensuring continuity and stability within the home.