

Capable Without Conditions

Job Description



Position Title: Shift Lead

Program/Dept: Community Crisis Home (CCH)

Reports To: Program Administrator / Assistant Administrator

Classification: Hourly, non-exempt (eligible for overtime)

Position Summary

The Shift Lead provides coordination and oversight of Registered/Behavior Technicians (R/BTs) and program activities during assigned shifts. The Shift Lead ensures that services are delivered safely and in accordance with resident Individual Service Plans, Individual Behavior Support Plans, and program policies and under the delegation and supervision of the Qualified Behavior Modification Professional (QBMP). The Shift Lead supports R/BTs in maintaining a structured and therapeutic environment while ensuring compliance with applicable regulations including Title 17 California Code of Regulations and Title 22 California Code of Regulations.

Minimum Qualifications

- High school diploma or GED required
 - Must be at least 18 years of age
 - Must pass DOJ/FBI background clearance and Community Care Licensing criminal record clearance
 - Valid California driver's license, proof of automobile insurance, and acceptable driving record
 - Current CPR and First Aid certification or ability to obtain upon hire
 - Current Registered Behavior Technician certification issued by the Behavior Analyst Certification Board and maintained in good standing
 - Minimum of twelve (12) months prior experience providing direct care to individuals with developmental disabilities with challenging behavior service needs
 - Minimum of six (6) months prior experience working as an RBT implementing behavior intervention strategies for individuals with intellectual and developmental disabilities (preferably with adults)
 - Must complete DSP-1 and DSP-2 training within one year of hire
 - Must complete crisis intervention training (such as CPI, Ukeru, or other approved methods)
-

Required Skills and Competencies

- Proficient interpersonal and communication skills
- Strong crisis intervention, deescalation, and problem-solving skills
- Strong understanding of client's rights
- Cultural competence and respect for diversity

Capable Without Conditions

Job Description



- Ability to maintain professional boundaries
 - Strong understanding of behavioral data collection and documentation
 - Knowledge of Title 17 and Title 22 regulations
-

Essential Duties and Responsibilities

Shift Coordination

- Coordinate staff assignments and responsibilities during assigned shifts
 - Ensure required staff-to-resident ratios are maintained
 - Monitor program activities to ensure services are delivered according to Individual Service Plans and Individual Behavior Support Plans
 - Ensure the home environment remains safe, clean, structured, and supportive
-

Staff Support and Guidance

- Provide training, guidance, and direction to Registered / Behavior Technicians (R/BT) during assigned shifts in accordance with the Individual Service Plans (ISP) and Individual Behavior Support Plan (IBSP)
 - Assist staff in implementing behavior support strategies and daily routines
 - Model appropriate interactions and professional conduct
-

Incident and Emergency Response

- Respond to behavioral incidents, medical situations, or emergencies during assigned shifts
 - Ensure incidents are properly documented and reported according to program policies
 - Notify program leadership of significant events or concerns
 - Ensure all special incident reporting is completed by the end of shift when applicable
-

Documentation and Compliance

- Ensure required documentation such as progress notes, behavioral data, special incident reporting, and medication records are completed accurately
 - Communicate important information to the Administrator and incoming shifts
 - Assist leadership in maintaining program compliance with regulatory requirements
 - Maintain accurate and timely documentation for your RBT certification with the BACB including supervision logs and CEUs
-

Capable Without Conditions

Job Description



Health and Safety

- Monitor the health and well-being of residents and report any changes in condition to the Administrator or designated supervisor immediately
 - Assist with medication administration in accordance with physician orders and facility medication administration policies
 - Respond appropriately to emergencies and report incidents according to program policies
-

Program Participation

- Assist residents in participating in community activities and recreational opportunities.
 - Support transportation needs for appointments, outings, and program activities when assigned.
 - Participate in staff meetings, trainings, and program development activities.
-

Regulatory Compliance

Employees must comply with all applicable regulations including Title 17 California Code of Regulations, Title 22 California Code of Regulations, Department of Developmental Services requirements, Regional Center standards, and Community Care Licensing regulations.

Mandated Reporter Requirement

All employees are responsible for protecting resident rights, maintaining confidentiality, and reporting suspected abuse or neglect in accordance with applicable mandated reporter laws and facility policies.

Work Environment and Physical Requirements

This position operates in a residential environment supporting individuals with developmental disabilities and behavioral challenges and their staff who support them. Employees may be exposed to stressful situations. This position requires frequent standing, walking, bending, and assisting clients with mobility. Staff may be required to lift or support up to 50 pounds and assist with physical transfers. Employees must be able to respond quickly to behavioral or medical emergencies and may work in environments with variable noise levels, movement throughout the residence, and must actively engage with clients. Work may involve both indoor residential activities and outdoor activities / community outings with clients. Various shifts are required, including evenings, overnights, weekends, and holidays to maintain coverage.

Capable Without Conditions Job Description



Equal Employment Opportunity

The organization is an Equal Opportunity Employer and does not discriminate based on race, color, religion, sex, gender identity, sexual orientation, national origin, disability, veteran status, or any other protected category under applicable law.

At-Will Employment Statement

Employment with the organization is at-will. This means that either the employee or the employer may terminate the employment relationship at any time, with or without cause or notice, consistent with applicable law.

Additional Information / Other duties

This job description outlines the primary duties and responsibilities of the role but is not intended to be an exhaustive list of all work requirements. The employee may be required to perform other duties as assigned. Management reserves the right to modify job duties or responsibilities at any time to support organizational needs.

Acknowledgment

I acknowledge that I have received and reviewed the job description for the position listed above. I understand that this job description is intended to describe the general nature and level of work performed and is not an exhaustive list of all duties or responsibilities.

Employee Name: _____

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____