



Job Title: Resident Assistant

Location: Men's Shelter, Spokane

Status: Full-time. Wednesday - Saturday: 3pm-11pm & Sunday 7am-3pm

Responsibilities:

- Operate and manage the Men's Shelter in alignment with UGM's grace-based philosophy.
- Maintain a safe and secure environment.
- Update and manage information in our client database.
- Provide training and supervision for resident desk workers.
- Assist the Guest Services Manager and Desk Supervisor.
- Assist in initial screening process for guests.

Required Qualifications:

- Strong sense of calling to minister to men in need of compassion and recovery.
- Reflect maturity and self-responsibility in the Christian faith.
- Proven ability to supervise and manage people and organizational processes.
- Proven ability to set and maintain boundaries in organizational settings.
- Healthy interpersonal skills and strong ability to work in a team.
- Ability to model and facilitate Christ-like crisis management and conflict resolution.
- Basic computer skills (Word, Excel, Outlook).
- Available to work nights and weekends as needed.

Preferred Qualifications:

- Experience working with homeless men.
- Training in social work, inner-city ministry or missionary work.
- Personal experience with recovery (worked through personal issues).

Compensation: \$14.00-\$16.00

Must be committed to the Christian faith and comply with drug-free, tobacco-free policy. Those qualified to join our team can enjoy a rewarding work environment and excellent benefits. Complete UGM's [application for employment](#) and submit it along with a letter of interest and resume to:

UNION GOSPEL MISSION
HumanResources@uniongospelmission.org
Human Resources, 1224 E Trent Ave., Spokane, WA 99202
Fax: (509) 535-0901
uniongospelmission.org/employment