



Job Title: Resident Advisor
Location: Men's Shelter
Status: Part-time

Responsibilities

- Operate and manage the men's shelter while maintaining a safe and secure environment
- Ensure that all shelter operations are in alignment with UGM's grace-based philosophy
- Ensure that all information entered into our client database is accurate and up to date
- Provide training and supervision for resident desk workers
- Assist the Guest Services Manager and Lead RA by fulfilling assigned tasks
- Assist in case management and initial screening process for guests

Required Qualifications

- Strong sense of calling to minister to men in need of rescue and recovery
- Maturity as a man and as a Christian
- Proven ability to supervise and manage people and organizational processes
- Proven ability to set and maintain boundaries in organizational settings
- Healthy interpersonal skills and being a strong team player
- Ability to model and facilitate Christ-like crisis management and conflict resolution
- Basic computer skills (i.e. Word, Excel, Outlook)
- Available to work nights and weekends as needed

Preferred Qualifications

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

Compensation: \$11.86-\$13.64 hourly, depending on experience

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, competitive wages, and excellent benefits. Submit a letter of interest and resume to:

UNION GOSPEL MISSION
teri.munson@uniongospelmission.org
Human Resources, 1224 E Trent Ave., Spokane, WA 99202
Fax: 509.535.0315