



Job Title: Resident Advisor

Location: Men's Shelter

Status: Sundays 6 a.m.-2:30 p.m., Saturdays 6-10 a.m., and on-call

Responsibilities

- Operate and manage the men's shelter, maintaining a safe and secure environment
- Ensure all shelter operations are in alignment with UGM grace-based philosophy
- Ensure all information entered into 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 ability to be a strong team player
- Ability to model and facilitate Christ-like crisis management and conflict resolution
- Basic computer skills (i.e. Word, Excel, Outlook)
- Must be 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)
- Case management experience

Hiring Range: \$11.86-\$13.64 hourly, depending on experience

Must be committed to the Christian faith and comply with drug-free, tobacco-free, and alcohol-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@ugmspokane.org
Human Resources, 1224 E Trent Ave., Spokane, WA 99202
Fax: 509-535-0315