



Job Title: Resident Assistant  
Location: Men's Shelter, Spokane  
Status: Part-time & On Call

#### 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 Desk Supervisor by fulfilling assigned tasks
- Assist in an 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 flexible hours, 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)

Compensation: Depends 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 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](mailto:HumanResources@uniongospelmission.org)  
Human Resources, 1224 E Trent Ave., Spokane, WA 99202  
Fax: 509-535-0315  
[uniongospelmission.org/employment](http://uniongospelmission.org/employment)