



Job Title: Resident Assistant

Location: Center for Women & Children, Coeur d'Alene

Status: Two full-time positions available: 32 or 40 hours/week

Responsibilities:

- Provide house supervision and ensure all household tasks are completed
- Train and supervise volunteers and desk staff
- Maintain reports and proactive awareness of clients
- Ensure that all requirements for maintaining a safe and healing environment are met
- Hold healthy boundaries between clients, staff and volunteers
- Embrace and teach UGM's grace-based philosophy of ministry
- Assist residents while exemplifying crisis management and conflict resolution in a Christ-like manner

Required Qualifications:

- High school diploma/GED
- Knowledge of chemical dependency and process addictions
- Ability to recognize active use and misuse of legal or illicit substances

Preferred Qualifications:

- 2+ years of experience working with low-income population

Starting wage range: \$13.82 to \$15.26 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. 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: 509-535-0315
uniongospelmission.org/employment