



Job Title: Resident Assistant

Location: Men's Shelter, Spokane

Status: Full-time (graveyard) and part-time (weekend/graveyard) positions available

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 rescue 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 (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)

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