



## Union Gospel Mission Position Description

**POSITION TITLE:** Women's LifeChange Resident Assistant (live-in)

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**REPORTS TO:** Women and Children's Ministry Director

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**SUPERVISES:** N/A

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**LOCATION:** 3400 SW 103<sup>rd</sup> Ave. Beaverton, OR 97005

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**STATUS:** Live-In (Monday – Sunday), and on-call evenings/overnight and weekends.

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**WAGE:** Part-time, \$17/hour, 20 hours a week (max 30).

### OVERALL POSITION DESCRIPTION:

The primary responsibility of the Resident Assistant is to help oversee the general operations of WLC in the evenings, overnight and weekends. This role is directly involved in delivering our mission and program goal of offering stability and safety to every person who walks through the doors of WLC. This is a live-in position which supervises the residents when the program staff are not on property. The Resident Assistant is part of a UGM team, and their purpose is to make sure we have a safe healing environment where lives are touched, healed and transformed.

### RESPONSIBILITIES AND ESSENTIAL FUNCTIONS:

- Oversight evenings and weekends when program staff are not on property
- Serve as a live-in, peer mentorship, staff position working with the program residence and children
- Provide overnight on-call, residential emergency assistance
- Hold residents accountable for their actions and implement appropriate consequences for enforcing curfew, self-exit guidelines and housing policies and report to the WLC Director when any resident is not complying with program procedures.
- Promote the well-being and growth of the residents by modeling and encouraging healthy communication and sound decision-making.
- Capable of providing leadership and spiritual guidance to the residents according to specific needs.
- Provide a comfortable, stable, and clean environment for the residence.
- Be able to handle stress well, provide crisis intervention, conflict resolution and related support services to residents.
- Act as staff liaison for evening and weekend group programming.
- Assist with duties as needed and as directed by UGM LifeChange Women and Children's Ministry Director.

### JOB REQUIREMENTS:

- High School diploma or equivalent years of experience required. College degree is preferred

- Previous management and recovery experience is preferred
- Excellent communication and leadership skills
- Ability to protect the reputation and integrity of others through strict confidentiality
- Able to work in cooperation with the other UGM staff and Director
- Must have a professional attitude and display a servant's heart
- Experience working with homeless, addicted, and abused women
- Strong love for the Lord along with strong integrity and character
- Agreement with Union Gospel Mission's Statement of Faith

**ADDITIONAL INFORMATION:**

- A criminal history and background check are required and must be successfully completed
- Valid driver's license and proof of insurance
- Ability to walk up and down steps

**QUALIFICATIONS:**

**Character:** Strong commitment to the vision and values of Union Gospel Mission, have a passion for the gospel, and a desire to serve the homeless, broken, and addicted. First and foremost, we are looking for a candidate who feels that they are being led by God into this position, a follower of Jesus Christ and actively involved in a local Christian church. We are looking for a candidate who will come and work alongside our staff to keep our recovery program running smoothly and effectively. Must adhere to UGM's statement of faith and standards of conduct.

As a faith-based non-profit, UGM seeks individuals who align with our understanding of biblical and moral teaching as expressed in the UGM Statement of Faith:

We believe:

- The Bible is the Word of God
- There is one God, eternally existing as Father, Son, and Holy Spirit
- Jesus Christ was born of a virgin, lived a sinless life, died on the cross, rose from the dead, and will come again in power and glory
- People are saved by grace through faith in Jesus, and that faith is expressed by confession and repentance
- The Holy Spirit empowers believers to know and worship God

Please send resume and cover letter to Shannon Davidson at [shannond@ugmportland.org](mailto:shannond@ugmportland.org).

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