



has an opportunity for an

**Administrative Assistant**  
**SBHIP (Student Behavioral Health Incentive Program)**  
Corporate Office (Laguna Hills)  
(Full-Time)

Western Youth Services is a leading expert in children's mental health and wellness solutions. As a hub of children's mental health in Orange County, we've been providing services and programs for our community for over 50 years. Our passionate and dedicated staff deliver services and programs that prevent, treat and heal our kids and families and increase their ability to live full and productive lives. If this sounds like you, and you meet the qualifications for this position, please send us your resume.

The Administrative Assistant Supports the Student Behavioral Health Incentive Program administratively. The Administrative Assistant is responsible for scheduling, clerical tasks, organization, and distribution of training materials. Collection of evaluations and follow-up if needed.

**Responsibilities:**

- Assists school district and CBO partners with inquiries and scheduling, supports trainers in maintaining records and success metrics.
- Screens, sorts, and directs/distributes incoming calls, correspondence, and interoffice materials.
- Provides administrative support to the department, reception coverage, data entry and general office support.
- Assists in documenting program processes and operational guidelines.
- Enters data into respective databases in a timely manner and assists with database maintenance.
- Submits and follows up on program and office supply requests in Microix.
- Keeps accurate inventory of program equipment and supplies.
- Processes and maintains Agency files in accordance with Agency policies and procedures.
- Maintains working knowledge of and complies with all HIPAA regulations.
- Follow Agency procedures for handling emergencies in the department/clinic.
- Other duties as assigned.

**Minimum Qualifications:**

- High school diploma or general education degree (GED) required; and two years' related experience; or an equivalent combination of education and experience.
- Previous work experience in customer service or data entry or reception.
- Agreeable, kind, and clear communicator with callers and staff.

- Awareness and demonstration of sensitivity to diverse socioeconomic and multicultural backgrounds.
- Reliable and dependable.
- Ability to organize and follow through with tasks.
- Computer literate with Microsoft Office Suite, Outlook, Word, Excel, and database skills.
- Bilingual in English and Spanish preferred.

**Benefits:** Comprehensive employee benefits package includes: Medical, Dental, Vision, Life Insurance, Long Term Disability and 403(b) Retirement Incentive & Savings Plan.

***Western Youth Services' Mission: Advancing awareness, cultivating success, and strengthening communities through integrated mental health services for children, youth, and families.***

***Western Youth Services is an Equal Opportunity Employer and seeks to recruit and retain a diverse workforce to maintain the excellence of Agency service to the community and to offer richly varied disciplines and perspectives.***