



has an opportunity for a

**Bilingual Administrative Assistant (Spanish)**  
**Santa Ana (Metro)**  
**(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 is primarily responsible for providing administrative support to the clinic, reception coverage, and general office support.

**Responsibilities:**

- Greets and assists clients with inquiries and scheduling, supports clinicians in processing clinical records and encounter documents.
- 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.
- Provide translation for clinical and MD staff as needed.
- Enters data into respective databases (EXYM, County IRIS system) in a timely manner and assists with database maintenance.
- 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.

**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.
- Computer literacy with EXYM and IRIS applications preferred.

- Bilingual in Spanish required.

**Salary:** from \$20.25 hourly

**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 (WYS) is an Equal Opportunity Employer and seeks to recruit and retain a diverse workforce. WYS values and promotes a culture of inclusivity and belonging, one that embraces the contributions of richly diverse disciplines and perspectives of all employees and staff.*