



has an opportunity for a

Human Resources (Administrative) Assistant
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.

In support of the Human Resources Department and staff, the Human Resources Assistant performs a variety of administrative duties.

Responsibilities:

- File management, present information to employees, answer questions explaining policies and programs, send out notices, track information, prepare routine (monthly) reports, maintain and order office supplies, assist with planning and execution of Agency events, support employee recognition programs, maintain employee personnel files, and supports (as needed) all recruiting/onboarding efforts.
- Works in collaboration with HR and Corporate Office staff relative to daily HR and Corporate Office functions, as needed.
- Maintain strict confidentiality and use good judgment and discretion with sensitive, confidential issues and projects.
- Performs periodic audits of HR files and records to ensure that all required documents are collected and filed appropriately.
- Perform other duties as assigned or requested.

Minimum Qualifications:

- High school diploma or general education degree (GED) required, and two years related HR experience, or equivalent combination of education and experience.
- Minimum two years Human Resources administrative experience and previous work experience with HRI/MS preferred.
- Strong administrative and organizational skills. Self-directed with an ability to effectively prioritize workload, manage multiple tasks, and follow-up with minimal supervision.
- Proficient skill level (strong working knowledge and experience) with Microsoft Office Suite (Outlook, Word, Excel).
- Excellent spelling, grammar, editing, proof-reading skills and attention to detail.

- Ability to problem solve and to apply common sense understanding to carry out instructions (furnished in written and oral form).
- Strong communication and interpersonal skills in interactions with associates at all levels, as well as external contacts, over the telephone and in person; capable of dealing constructively with diverse personalities.
- Ability to read, comprehend and prepare clear and concise reports, memos, and procedures with conformance to the prescribed style and format.
- Ability to effectively present information in one-on-one and small group situations, and to effectively respond to detailed inquiries from management and staff.
- Ability to maintain strict confidentiality and use good judgment and discretion with sensitive, confidential issues and projects.
- Desire to be an integral part of Human Resources and a customer-focused team.
- Bilingual in Spanish preferred.

Salary: from \$20.00 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.