



has an opportunity for a

**Compliance Assistant
Operations**
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 Compliance Assistant reports to the Compliance Coordinator and supports the development and implementation of compliance programs, policies, reporting, and practices for the agency. Monitors processes and activities impacted by contractual obligations. We are looking for a detail-oriented individual with excellent organizational skills, ability to track and analyze data, and a commitment to continuous learning and improvement.

Responsibilities:

- Supports training staff to use software and follow agency policies.
- Completes project requests as requested.
- Audits and organizes systems for tracking forms, licensures, and certifications.
- Update and maintain user accounts in multiple software's.
- Provides technical assistance with the agency’s electronic health records system (EXYM).
- Monitors data and generates internal data reports.
- Manages onboarding software (Trainual) with the appropriate County and Internal training.
- Provides orientation for students, new hires, and rehires.

Minimum Qualifications:

- Bachelor’s degree in relevant field preferred. Two years related experience, or equivalent combination of education and experience.
- Prior experience in agency compliance and/or similar experience in process improvement preferred.
 - Clear, concise creation of policies and procedures (How Tos, FAQs, asset management etc.)
 - Experience using statistical or database software
 - Effective communication with leadership staff

- Strong critical thinking, analytical, and problem-solving skills.
- Exceptional attention to detail.
- Ability to follow instruction and to work both independently and within a team environment.
- Strong ability to prioritize.
- Strong written & verbal communication skills.
- High proficiency in Microsoft Office applications.
- Data analysis.
- Troubleshooting Tier 1 Support for Agency Software.

Salary: from \$20.19 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.