WESTERN YOUTH SERVICES

has an opportunity for a
Clinical Training Coordinator
Corporate
(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 children and families while strengthening communities.

We are seeking a highly organized, detail-oriented, and dependable Clinical Training Coordinator to support the daily operations of our Clinical Training Department at our Corporate Office in Laguna Hills. Reporting to the Director of Training, this position supports agency-wide training coordination, learning management system activities, departmental documentation, and administrative functions related to our Doctoral Internship Program, psychology services, and records management.

The ideal candidate enjoys working with people, learning new technology, organizing information, and supporting a team. This is an excellent opportunity for someone with administrative or training coordination experience who is interested in developing additional skills in employee training and healthcare administration.

Responsibilities

Training Coordination & Learning Management Support

- Coordinate agency-wide training activities, including scheduling, registration, attendance tracking, and training logistics.
- Perform routine administrative tasks in the Agency's Relias Learning Management System (LMS), including assigning established trainings, updating user information, monitoring completion, and generating standard reports.
- Assist employees with basic LMS navigation, access, and training-related questions.
- Maintain training calendars, completion records, certificates, and related documentation.
- Prepare and distribute training announcements, reminders, and departmental communications.
- Monitor the department's email inbox, respond to routine inquiries, and direct requests to appropriate personnel.
- Maintain organized training documentation to support departmental reporting and audit preparation.

Training Materials & Educational Resource Support

- Assist with formatting, organizing, uploading, and updating approved training materials, presentations, and educational resources.
- Maintain organized electronic training libraries and departmental resource folders.

- Prepare training packets, participant materials, and onboarding resources using established templates.
- Assist with basic updates to electronic forms and training documents.

Doctoral Internship & Psychology Program Support

- Coordinate internship application communications, interview scheduling, onboarding activities, and administrative logistics.
- Maintain internship agreements, training documentation, and program records.
- Assist with scheduling psychological testing appointments and preparing testing materials.
- Monitor testing material inventory and coordinate supply requests.
- Process routine purchase orders through Microix or other designated systems.
- Provide general administrative support for internship and psychology program activities.

Records Management & Privacy Administrative Support

- Receive, document, and route records requests according to established Agency procedures.
- Maintain records tracking logs, documentation, and inventories.
- Assist with preparing records and documentation for review by authorized personnel.
- Coordinate approved records retrievals, storage activities, and secure transmission processes.
- Support routine Corodata records management activities.
- Handle confidential information and protected health information in accordance with Agency policies and procedures.
- Refer privacy, legal, or compliance-related questions to designated personnel.

Administrative & Department Support

- Maintain departmental calendars, spreadsheets, databases, and electronic files.
- Coordinate meetings, consultations, training events, and departmental activities.
- Prepare correspondence, meeting materials, notes, and routine reports.
- Assist with onboarding coordination for employees, interns, and other designated personnel.
- Support departmental purchasing, inventory, and administrative projects.
- Communicate with employees and departments regarding routine training and administrative matters.
- Provide general administrative assistance to support the Clinical Training Department.

Minimum Qualifications

- High school diploma or equivalent.
- Minimum one year of experience in administrative coordination, training support, healthcare administration, or a related field.
- Proficiency with Microsoft Office applications, including Word, Excel, and Outlook.
- Experience maintaining records, coordinating schedules, preparing documents, or supporting administrative operations.
- Strong organizational skills, attention to detail, and ability to manage multiple priorities.
- Effective written and verbal communication and customer service skills.
- Ability to learn new software applications and follow established procedures.
- Ability to maintain confidentiality and handle sensitive information appropriately.
- Ability to work independently on routine assignments and collaborate effectively with a team.
- Ability to meet regular in-office attendance requirements and travel occasionally between Agency locations.

- Ability to transport materials weighing up to 25 pounds, with or without reasonable accommodation.

Preferred Qualifications

- Associate degree or additional education in Business Administration, Healthcare Administration, Education, Human Services, or a related field.
- Experience supporting employee training, onboarding, or professional development activities.
- Familiarity with Relias or another learning management system.
- Experience in healthcare, behavioral health, nonprofit, or another regulated environment.
- Familiarity with DocuSign, Microix, Exym, or similar administrative systems.
- Basic understanding of HIPAA and confidential records handling.
- Experience supporting internship, education, or clinical training programs.
- Bilingual skills.

Compensation

Starting Pay: $24.00 per hour

Actual compensation will be determined based on experience, qualifications, internal equity, and Agency considerations.

Benefits

Comprehensive employee benefits package includes:

- Medical, Dental, Vision
- Life Insurance
- Long-Term Disability
- and 403(b) Retirement 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.