



has an opportunity for a

Human Resources Representative
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, performs a variety of administrative duties including, but not limited to: Scheduling and facilitating new hire orientation, communicating with new hires, managers, and various departments to ensure a smooth orientation process, maintenance of HRI/MS system, answering questions explaining policies and programs, track information, and supports (as needed) all recruiting/onboarding efforts. Supports employee's last day by coordinating final paychecks, conducting exit interviews, etc. Works in collaboration with HR, payroll department, and Corporate Office staff relative to daily HR and Corporate Office functions, as needed. Perform other duties as assigned or requested.

Responsibilities:

- Plan, organize, deliver, and facilitate new employee/staff onboarding and orientation processes (from offer signed through employee first day) to provide a great experience and ensure a positive introduction to WYS.
- Coordinate and communicate with recruiters, hiring managers and trainers to ensure all parties are informed and aware, leading up to new employee's first day.
- Updates and maintains real time information within HRI/MS auto-onboarding systems.
- Routinely facilitate and process internal employee status changes.
- Participate in the continuous improvement of HR department processes and procedures.
- Facilitates end of employment processes e.g., conduct exit interviews, coordinate final pay with payroll, etc.
- Partner with HR staff and others on various projects as needed e.g., improve the onboarding process and overall employee experience.

- Performs a wide variety of human resources support (and backup) work, as assigned, or requested, in the areas of recruitment and selection, job fairs, benefits administration, leave administration, employee relations, and other technical duties in support of the agency's human resources functions.

Minimum Qualifications:

- High school diploma or general education degree (GED) required. Minimum two years Human Resources administrative experience and previous work experience with HRI/MS or equivalent combination of education and experience.
- Strong administrative and organizational skills. Self-directed with an ability to effectively prioritize workload, manage multiple tasks, and follow-up with minimal supervision.
- 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 simple instructions, short correspondence and memos.
- Ability to effectively present information in one-on-one and small group situations, and to effectively respond to detailed inquiries from management and staff.
- 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, dependable and reliable.
- Ability to problem solve and to apply common sense understanding to carry out instructions (furnished in written and oral form).
- Ability to maintain strict confidentiality and use good judgment and discretion with sensitive, confidential issues and projects.
- Resourceful and able to adapt to changing priorities and a fast-paced environment.
- Desire to be an integral part of Human Resources and a customer-focused team.

Salary: from \$23.00 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.