

Temporary Home Energy Assistance Program Clerk – Yates County: Pro Action of Steuben and Yates, Inc. is accepting applications for the temporary position of **HEAP Clerk** in Yates County.

Based at the Yates County Department of Social Services, the **HEAP Clerk** works with clients, utilities, vendors and services to ensure that all applicants are provided with effective and efficient HEAP services in a timely manner, operating within all regulatory guidelines.

Responsibilities include accepting and reviewing applications, conducting interviews and compiling case records. Will determine applicant eligibility, calculate benefits and issue notices relating to eligibility. Will complete data entry and authorize and process payment lines.

This position is 35 hours per week for 26 weeks, beginning in September, 2018. A High School diploma and experience in customer service or related office functions is required. Education and experience in the Human Services field is preferred. Must have strong communication skills and be highly organized with strong time management abilities. Good computer skills and a basic knowledge of excel are required.

To apply for this position, please submit a letter of interest, resume and completed employment application by August 27th, 2018 to: Human Resources, Pro Action of Steuben and Yates, Inc. 117 E. Steuben St. Bath, NY 14810 or email to: Jobs@proactioninc.org EOE.