

**HEAP Processor** – Pro Action is accepting applications for two temporary HEAP Processor positions.

The HEAP Processor is responsible for interviewing applicants for HEAP as well as reviewing and processing HEAP applications. This position may require some travel. Will be responsible for some administrative duties for the program.

A High School diploma and three years of work related experience are required. Must have experience in computer technology and be proficient in data entry.

This position is 37.5 hours per week and will run from October 2018 through March, 2019. Please send completed [employment application](#) and a resume to: Human Resources, Pro Action of Steuben and Yates, Inc. 117 E. Steuben St. Bath, NY 14810 or email to: [Jobs@proactioninc.org](mailto:Jobs@proactioninc.org) EOE.