**Temporary HEAP Processor –**

Pro Action is accepting applications for a *temporary* HEAP Processor position. The **HEAP Processor** is responsible for interviewing applicants to determine eligibility for HEAP benefits and for reviewing and processing HEAP applications.

The HEAP Processor may be required to travel within Steuben County and work an occasional evening or weekend. Will also have responsibility for some administrative duties for the program.

This position requires a High School diploma and three years of work-related experience. Must have experience in computer technology and be proficient in data entry.

This position is 37.5 hours per week and is temporary. Please send a letter of interest, completed employment application and a resume, by August 10, 2020 to: Human Resources, Pro Action of Steuben and Yates, Inc. 117 E. Steuben St. Bath, NY 14810 or email to: Jobs@proactioninc.org

*Pro Action of Steuben and Yates, Inc. is the Community Action Agency for Steuben and Yates Counties, working to combat the causes and conditions of poverty at the local level. We work to build a community of resilient individuals and families who can meet their basic needs, overcome adversity and prosper.*

*We are an equal opportunity organization. We recruit, train, compensate and promote without regard to race, religion, creed, color, national origin, age, gender, sexual orientation, gender identity, marital status, disability, veteran status, or any other basis protected by applicable federal, state or local law.*