

**NY Connects Information and Assistance and Options Counseling Intake Aide - (Steuben County Office for Aging):**

If you want meaningful employment that makes a positive contribution to residents of the Steuben County Community, and meet the following minimum qualifications, we will be pleased to receive your application and resume for this position.

We are seeking a compassionate individual to provide information/assistance and Options Counseling to individuals who are aging or disabled individuals of any age and those who care for and advocate for them.

This Steuben NY Connects program staff position provides information about long term care services and supports available in Steuben County that are both privately and publicly funded and will assist, as needed, with applications for services/benefits. Will develop and provide consumer education and outreach. Responsible for maintaining current information on programs and services related to Long Term Care Services and Supports.

**Minimum Qualifications:** An associate degree in Social Work, Human Services, or Gerontology plus two years of related experience is desired. An equivalent combination of education and experience may be considered. Requires knowledge of health and community service programs, excellent interpersonal skills, ability to work as part of a team and the ability to collect and organize data. Proficiency with Microsoft Office software is required. This position requires reliable transportation and a driver's license meeting agency standards.

This position is full time, 37.5 hours per week with benefits. Please apply before November 20, 2020, by submitting a letter of interest and a current resume, along with a completed [employment application](#) 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).

*It is the policy of Pro Action of Steuben and Yates, Inc. to ensure equal employment opportunities for all, without regard to race, color, religion, creed, sex, national origin, age, disability, sexual orientation, gender identity and expression, veteran status, military status, domestic violence victim status, predisposing genetic characteristic, familial status, the employee's or the employee's dependent's reproductive health decision-making, or any other legally protected status.*