



## **HOME ENERGY ASSISTANCE PROGRAM (HEAP) EXAMINER**

Dutchess County Department of Community and Family Services

Salary: \$50,978

This is a temporary technical position at the Dutchess County Department of Community and Family Services for six (6) to nine (9) months. Incumbents in this class perform financial evaluations to determine financial eligibility of clients for the federally sponsored Home Energy Assistance Program (HEAP). The work involves applying standard financial criteria to individual cases for the purpose of determining the eligibility of applicants for program benefits. The work is performed in accordance with regulation and department policy and involves in-depth interviewing, frequently under stressful conditions; assessing and verifying data to establish eligibility; making appropriate referrals; and the processing and maintenance of a variety of forms and records. Work is performed under the direct or general supervision of a higher level employee with some leeway allowed in the performance of work assignments. Supervision is not normally a function of the class; however, this class may act as a technical resource in a specialized area.

### **TYPICAL WORK ACTIVITIES:**

Interviews applicants for Home Energy Assistance Program financial eligibility in County offices; assists applicants in understanding eligibility; attends meetings and training sessions to keep abreast of HEAP rules and regulations; informs all applicants in writing of eligibility determination; maintains files, including HEAP applications, supporting documentation and other documents; advises applicants on eligibility for special programs such as fuel-related emergencies, low-income weatherization, SNAP, Temporary Assistance, Medicaid and other benefits; assists applicants in completing applications for special programs.

### **MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of a high school equivalency diploma and:

- EITHER:       (A)     Associate's or higher-level degree;
- OR:             (B)     Two (2) years of full-time paid work experience which involved public contact and primarily involved learning, applying and explaining rules and regulations;
- OR:             (C)     An equivalent combination of education, training and experience as defined by the limits of (A) and (B) above.

### **SPECIAL REQUIREMENT:**

Possession of a valid Driver License to operate a motor vehicle in New York State at time of application, and to maintain the position.

**FINGERPRINTING:** A fingerprint supported background investigation is required before an appointment is made to some positions. Pursuant to New York State Executive Law, the Division of Criminal Justice Services requires that a fee accompany each such request for a search. It is due once a job offer is made and accepted by the applicant.

**For immediate consideration, submit an application on or before 9/02/2024**

Apply online at [www.dutchessny.gov/jobs](http://www.dutchessny.gov/jobs),

OR

Download an application from [www.dutchessny.gov/jobs](http://www.dutchessny.gov/jobs),

and mail it to the Dutchess County Department of Human Resources, 22 Market Street,  
Poughkeepsie, NY 12601

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