



# GREATER BOSTON LEGAL SERVICES

October 11, 2018

## PARALEGAL

### Elder, Health & Disability Unit

***GBLS is an AA/EO/accessible employer committed to diversity in the workforce and regards differences as assets.***

Greater Boston Legal Services (GBLS) seeks a paralegal to work in the Elder, Health and Disability Unit. The Unit represents elders, people with disabilities, and families to ensure that they have income, health care, and services needed to live independently in the community. The Unit's work includes access to SSI income for children and adults, access to affordable health care for all, and representation of elders in benefits and housing matters. Our special projects include: Medicare Advocacy Project, Elder Abuse Prevention Project, Children's Disability Project, and School to Prison Pipeline Intervention Project. The Unit's work includes keeping people out of institutions and improving the quality of life for those who live in institutions. We empower people to make decisions about their lives and support people with disabilities in their fight for accessibility.

The candidate will work on a range of unit work. A significant portion of the paralegal's work will involve client representation including administrative hearings in Social Security matters. The paralegal may also work on cases relating to denials and terminations of SNAP, EAEDC, TAFDC, Medicare and MassHealth. The paralegal may also provide support on elder housing and abuse prevention cases as well as children's school suspension cases.

The position involves responsibility for client cases under the supervision of unit attorneys including interviewing, investigating facts, assessing the merits of a case, research and analysis of law, drafting of written and oral legal arguments, and preparation for and handling of administrative hearings with examination of witnesses including medical experts. The position may also involve assisting in litigation, legislative and policy advocacy, supervising student and volunteer interns, and community legal education.

Qualifications include: good communication skills, writing, organizational, and oral presentation skills; ability to read, analyze, and synthesize large volumes of medical and other records; and strong demonstrated commitment to anti-poverty and civil rights work. Experience advocating for low-income people and working to advance social justice preferred. Spanish fluency/proficiency is a plus.

The salary for this position is based on a union scale. GBLS provides excellent benefits, including health and dental. Candidates should submit cover letter, resume and a brief writing sample to Sonia Marquez, Director of Human Resources, via e-mail at [jobs@gbls.org](mailto:jobs@gbls.org). Please refer to **Job Code: EHD-Para**, when applying for this position. Deadline: **October 24, 2018** or until the position is filled.