



September 16, 2019

## PARALEGAL

### ELDER, HEALTH & DISABILITY UNIT

***GBLS is an Affirmative Action/Equal Opportunity/Accessible Employer and strives to ensure that our staff members reflect the diversity of the communities we serve.***

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, 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. Half of the paralegal's time will involve working with victims of crime, including supporting low-income students in school discipline and special education cases under the direction of the SPPI attorney. The other half of the work will involve client representation in Social Security matters, health care access and other work of the unit.

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, negotiation with school officials and agency staff, 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. The position requires attendance at statewide meetings and trainings.

Qualifications: A bachelor's degree is preferred but not required. Candidates should have 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 with young people of color preferred. Spanish fluency/proficiency is a plus.

The salary for this position is based on a union scale. GBLS offers a generous benefits package, retirement contribution and generous PTO leave. 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: September 30, 2019** or until the position is filled. **GBLS encourages applicants from a broad range of backgrounds and experiences.**