



November 4, 2019

**SHELTER PARALEGAL
Housing 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 seeks an individual for a Shelter Paralegal position in the Housing Unit.

This position involves working with homeless families with children and/or families at risk of becoming homeless who require emergency shelter assistance (EA) as well as families occupying EA shelter and whose benefits are being terminated. Responsibilities include assisting homeless families to overcome denial of EA shelter eligibility, assisting families with preservation of their shelter benefits, and assisting families with a disabled household member to obtain necessary disability related accommodations.

Qualified candidates should be able to work quickly given that requests for assistance are received on an on-going emergency basis and may require swift turn-around. Applicants must be able to address families in crisis including conducting interviews and communicate well in regard to sensitive topics. Additionally, applicants should possess strong advocacy skills that include the ability to communicate effectively and persuasively both orally and in writing. Candidate must be able to engage with attorneys and state agencies to represent families in administrative hearings and informal negotiations, as well as participating in systemic advocacy and outreach with community & coalition groups, including legislative & regulatory review & comment.

Candidates must have the ability to investigate and assess requests for assistance including spot relevant issues and evaluate for merit and the ability to interpret and apply legal statutes, regulations, and sub-regulatory guidance. Knowledge of the state's Emergency Shelter System as well as its corresponding statutes and regulations and knowledge and understanding of Massachusetts' eviction proceedings is preferred. Written and oral fluency in Spanish or another language spoken by GBLS' clients is preferred but not required.

Salary is based on a union scale. GBLS offers a generous benefits package, retirement contribution, and generous PTO (paid time off) leave. Candidates should submit a cover letter, resume and brief writing sample to Sonia Marquez, Director of Human Resources, via e-mail at jobs@gbls.org. Please refer to the **Job Code: HU-PARA** when applying for this position. **Deadline is November 18, 2019**, or until position is filled. **GBLS encourages applicants from a broad range of backgrounds and experiences.**