



August 18, 2023

**PARALEGAL  
ELDER, HEALTH & DISABILITY UNIT and CASLS**

***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 full time paralegal to work primarily in the Elder, Health and Disability Unit (EHDU) providing client representation in Social Security matters. A small part of the work is providing client representation in housing administrative hearings for the clients of the Cambridge and Somerville Legal Services (CASLS) neighborhood office. The paralegal will be sited at GBLS's Boston office. A hybrid work schedule is possible.

EHDU 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. It serves the cities and towns of the Greater Boston area.

CASLS is a small neighborhood office of GBLS located in East Cambridge. It serves low income residents of Arlington, Belmont, Cambridge, Somerville, Winchester, and Woburn primarily on housing, public benefits, and mental health issues and elderly residents of Cambridge and Somerville.

The candidate will primarily work on SSI and SSDI terminations and denials (for children, adults, and elders) for both the EHDU and CASLS service area, under the supervision of an EHDU attorney or paralegal. This involves interviewing clients, investigating facts, gathering and assessing medical records, assessing the merits of a case, researching and analysis of the law, drafting of written and oral legal arguments, and preparing for and handling of Social Security administrative hearings, including making oral arguments and examination of witnesses (including medical experts). The position may also involve assisting in litigation, legislative and policy advocacy, supervising student and volunteer interns, community legal education, and other work of the EHDU. The position also involves attendance at statewide meetings and trainings.

Around 30-40% of the candidate's time will be spent on representing clients on administrative housing cases for the CASLS service area, under the supervision of a CASLS attorney. This involves interviewing clients and witnesses, conducting file reviews and other fact gathering, assessing the merits of a case, researching and analyzing the law, drafting of testimony and oral legal arguments, and preparing for and handling of housing agency administrative hearings including but not limited to the denial of public housing and Section 8 vouchers, eviction grievance hearings, and Section 8 termination hearings. It may also involve housing policy advocacy.

**Qualifications:** Candidates should have good communication, organizational, and written 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 immigrants, persons with disabilities, and/or persons of color preferred. In addition to fluency in English, fluency in one or more of the languages spoken by GBLS clients, such as Spanish or Haitian Creole, among others, is preferred.

The salary for this position is based on a union scale. The salary range for an applicant with 4 - 6 years of experience is \$48,500 to \$50,500 with an additional \$950 annual payment for second language ability. Starting salary determined by work experience and related education. GBLS offers a generous benefits package including low cost health insurance, retirement contribution, paid time off, and ongoing professional development opportunities.

Candidates should submit cover letter, resume and a brief writing sample to the GBLS Human Resources Team by email to [jobs@gbls.org](mailto:jobs@gbls.org). Please refer to **Job Code: EHD/CASLS-PARA**, when applying for this position. **Applications will be accepted until the position is filled but applicants are encouraged to submit applications by September 18, 2023.**

**GBLS values diversity and encourages applicants from a broad range of backgrounds and experiences.**