



December 7, 2023

**PARALEGAL – LONG TERM TEMPORARY POSITION  
Elder Health and Disability Unit**

*Greater Boston Legal Services (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.*

GBLS seeks a full-time paralegal to join the Elder Health and Disability Unit's (EHDU) Elder Project within our Elder Health and Disability Unit **for a one (1) year position**. This paralegal will support the Elder Project team with the following: aid elder tenants in staying housed, aiding Elders with basic MassHealth and other benefit matters, and social security issues for Elders. This position is a hybrid position, and the paralegal is expected to be in the office a minimum of 2 days per week.

**PRINCIPAL RESPONSIBILITIES**

- Organizing the active case list of elder cases (including new referrals/intakes)
- Explain intake and related procedures to potential and current clients and ensure compliance with standard procedures.
- Completing the grant reports (with supervision)
- Brief advice and counsel to clients with supervision
- Completing Answer & Discovery requests for housing clients
- Enter all relevant information into the agency client database.
- Provide relevant phone translation services for clients directly or via use of a language line.
- Translate, or arrange for translations of, letters, documents, etc. as needed.
- Attend and participate in project team meetings.
- Work collaboratively with others on the project team to promote effective communication, coordination and teamwork.
- Perform other duties as needed consistent with the provision of quality client services.
- Possibility of appealing denials of benefits
- Generally interviewing clients to advise attorneys regarding representation

**BACKGROUND AND QUALIFICATIONS**

- Good communication skills, writing, organizational, and oral presentation skills;
- Ability to read, analyze, and synthesize documents
- Ability to conduct intakes and provide referrals/advice over the phone.
- Capacity to identify and analyze legal and other problems.
- Ability to do word processing and to track information using spreadsheets and our online client data base.

- Demonstrated concern for and commitment to the goals of legal services and to working for low-income people.
- Experience working with interpreters, or fluency in language(s) in addition to English strongly preferred.

### **Salary & Benefits**

- 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. Starting salary determined by work experience and related education. There is an additional payment of \$950 annually for a second language ability if applicable. GBLS offers a generous benefits package including low cost health insurance, retirement contribution, paid time off, and ongoing professional development opportunities.

### **How to Apply**

- Candidates should submit a letter of interest and resume including a description of any prior public interest legal work or other advocacy on behalf of low-income communities and individuals.
- Applications should be submitted to the Personnel Team via email at [jobs@gbls.org](mailto:jobs@gbls.org). Please refer to **job code: EHDU-PARA-LTT** when applying for this position. **Deadline for application is January 7, 2024** or until this position is filled, with applications to be reviewed on a rolling basis.

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