



April 14, 2026

**PARALEGAL POSITION
(Medicare Benefits)
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.

Greater Boston Legal Services seeks a staff paralegal with ideally 10-12 years of experience or more for a permanent position in the Elder, Health and Disability Unit (“EHD”). Please note GBLS has a hybrid work schedule, and this position will be sited at GBLS’s Boston Office.

The staff Paralegal’s responsibilities will include:

- Investigating and challenging improper Medicare denials of coverage of medical services to which elders and people with disabilities are entitled from advice, and representation in Administrative hearings.
- Participating in statewide coalitions, collaborating with state advocacy programs, conducting substantive trainings and addressing a wide range of Medicare issues.
- Developing a leadership position in Medicare advocacy not only at GBLS but statewide including giving oral trainings and editing Medicare-related Elder law literature, once trained.
- Assisting Medicare beneficiaries in appealing Medicare terminations and premium penalties with the Social Security Administration.

Qualifications: This position is for a paralegal with ideally 10-12 years or more of experience. Knowledge or understanding of Medicare and/or MassHealth is required.

We are seeking someone with a commitment to social justice. We are looking for a candidate who has the cultural competence to work with and advocate on behalf of low-income and diverse populations. We are seeking a paralegal with excellent oral and written skills.

Salary is based on a union scale. Starting salary determined by work experience and related education. The salary range for an applicant with 10-12 years of experience is \$58,000 - \$60,000 as of July 2026. Fluency in Spanish and/or Haitian Creole is helpful but not required. There is an additional payment of \$950 annually for a second language ability if applicable. GBLS offers a generous benefits package, retirement contribution, and generous PTO leave.

Candidates should submit letter of interest, resume and brief writing sample to the Human Resources Department via email at jobs@gbls.org. Please refer to **Job Code: EHD-PARA** when applying for this position. **Deadline is May 15, 2026**, or until position is filled.

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