



March 26, 2018

PARALEGAL

ELDER, HEALTH & DISABILITY UNIT

GBLS is an AA/EO/Handicapped-accessible employer committed to diversity in the workforce and regards differences as assets.

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, Elder Abuse Prevention 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 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.

Qualifications include: 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 provides excellent benefits, including health and dental. 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. Please refer to **Job Code: EHD-para**, when applying for this position. **Deadline: April 9, 2018** or until the position is filled.