



May 28, 2008

PLEASE POST

**LTT PARALEGAL POSITION
Asian Outreach Unit**

The Asian Outreach Unit of Greater Boston Legal Services is looking to hire a full time, long-term temporary paralegal to primarily serve the Vietnamese community. The term is six months and will run from August 2008 through January 2009.

GBLS is a non-profit 501(c)(3) organization and the largest provider of free civil legal services in New England. We provide legal assistance to income eligible clients in the areas of housing, employment, family, immigration, and benefits law. The Asian Outreach Unit ("AOU") of GBLS provides linguistically and culturally appropriate services to hard-to-serve Asian immigrants clients. AOU conducts weekly outreach and intake activities at community based sites, which include a health center, Vietnamese community center, and Chinese workers center. We represent individuals with legal cases in the areas of immigration, employment, family/abuse, housing, and welfare law. In addition to individual cases, our major projects include the Asian Battered Women Project and group advocacy on issues ranging from immigrant and workers' rights to community control over land use and development.

AOU is seeking a full-time paralegal to work with limited-English-proficient clients from the Vietnamese immigrant and refugee community. The paralegal will be responsible for conducting intake interviews that cover several areas of law: employment, family, immigration, housing, public assistance, health and disability. Intakes will primarily be conducted at community-based organizations off-site, but may also be conducted by phone or walk-in. In addition to intake responsibilities, the paralegal will: present cases that fall within case priorities at weekly unit case review; provide advice, referral and brief service to clients; work with students and volunteers assisting with intake; and represent clients - with the potential of developing progressive responsibilities - including legal and factual research, and representation of clients at administrative hearings.

Requirements include: good communication and organizational skills; sensitivity to people from other cultures; ability to work with persons suffering from mentally illness and/or a history of emotional trauma; capability of handling high volume of client contacts; ability to record information accurately and concisely; capacity to learn a broad range of poverty law. Familiarity with Asian immigrant communities and experience working with low income Asian immigrant people strongly preferred; bilingual ability in Vietnamese is required.

GBLS is an AA/EO/Handicapped-accessible employer, committed to diversity in the workforce and regards differences as assets. Salary is based on union scale. Generous benefits package, including 100% paid health and dental for full-time employees. Candidates should submit cover letter, resume and a brief writing sample to: Sonia Marquez, Personnel Director, at Greater Boston Legal Services, 197 Friend Street, Boston, MA 02114 or via e-mail at jobs@gbls.org. Please refer to Job Code: AOU-Para when applying for this position. Application deadline: **June 11, 2008**, or until the position is filled.