



GREATER BOSTON
LEGAL SERVICES

January 21, 2025

PARALEGAL
Elder, Health & 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 (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. 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 paralegal's work will involve client representation in administrative hearings in Social Security matters. The position involves responsibility for client cases under the supervision of an experienced advocate; including interviewing, investigating facts, assessing the merits of a case, research and analysis of law, drafting of written and oral legal arguments, 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 to advance social justice 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 but not required.

The salary for this position is based on a union scale. The salary range for an applicant with 4-6 years of experience is \$50,000 to \$52,000 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 Personnel Team via email at: jobs@gbls.org. Please refer to **Job Code: EHD-PARA** when applying for this position. Applications will be accepted until the position is filled and reviewed on a rolling basis but applicants are encouraged to submit applications by **February 25, 2025**.

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