



July 31, 2020

## PARALEGAL

### ELDER, HEALTH & DISABILITY UNIT and CASLS

***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 primarily in the Elder, Health and Disability Unit (EHDU) providing client representation in Social Security matters. A small part of the work is providing client representation in housing administrative hearings for the clients of the Cambridge and Somerville Legal Services (CASLS) neighborhood office.

EHDU 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. It serves the cities and towns of the Greater Boston area.

CASLS is a small neighborhood office of GBLS located in East Cambridge. It that serves low income residents of Arlington, Belmont, Cambridge, Somerville, Winchester, and Woburn primarily on housing, public benefits, and mental health issues and elderly residents of Cambridge and Somerville.

The candidate will primarily work on SSI and SSDI terminations and denials (for children, adults, and elders) for both the EHDU and CASLS service area, under the supervision of an EHDU attorney. This involves interviewing clients, investigating facts, gathering and assessing medical records, assessing the merits of a case, researching and analysis of the law, drafting of written and oral legal arguments, and preparing for and handling of Social Security administrative hearings, including making oral arguments and examination of witnesses (including medical experts). The position may also involve assisting in litigation, legislative and policy advocacy, supervising student and volunteer interns, community legal education, and other work of the EHDU. The position also involves attendance at statewide meetings and trainings. The position may also involve health care access and the other work of EHDU as needed.

Around 20% of the candidate's time will be spent on representing clients on administrative housing cases for the CASLS service area, under the supervision of a CASLS attorney. This involves interviewing clients and witnesses, conducting file reviews and other fact gathering, assessing the merits of a case, researching and analysis of the law, drafting of testimony and oral legal arguments, and preparing for and handling of housing agency administrative hearings including but not limited to the denial of public housing and Section 8 vouchers, eviction grievance hearings, and Section 8 termination hearings. It may also involve housing policy advocacy.

The paralegal will be sited at the GBLS's Boston office. However, at present due to COVID-19, most work will be handled remotely with limited work done in the office. This requires the ability to be able to effectively work remotely.

Qualifications: Candidates should have good communication, organizational, and written 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 immigrants, persons with disabilities, and/or persons of color 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.

The salary for this position is based on a union scale with annual raises. 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 Sonia Marquez, Director of Human Resources, via e-mail at [jobs@gbls.org](mailto:jobs@gbls.org). Please refer to **Job Code: EHD/CASLS-para**, when applying for this position. **Deadline: August 13, 2020** or until the position is filled. **GBLS encourages applicants from a broad range of backgrounds and experiences.**