



December 10, 2021

**PARALEGAL – LONG TERM TEMPORARY POSITION  
HOUSING UNIT – HOUSING INSTABILITY LEGAL AID PROJECT**

***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.***

GBLS seeks a full-time paralegal to join the Housing Instability Legal Aid (HILA) project within our Housing Unit until **December 31, 2022**. HILA was formed to expand the resources of existing legal aid organizations in Massachusetts to respond to the expected increase in eviction filings associated with COVID. Teams of paralegals and lawyers provide support and legal representation at different stages of the eviction process. This position will focus on work related to intakes and is expected to be remote for the duration of the year.

**PRINCIPAL RESPONSIBILITIES**

- Client intake (screen applicants for eligibility for services).
- Explain intake and related procedures to potential and current clients and ensure compliance with standard procedures.
- Enter all relevant information into the agency client database.
- Conduct a conflict-of-interest check on all potential clients.
- Set up necessary client files, and forward intake and related information on to the appropriate attorney or paralegal for follow-up action.
- Provide relevant phone translation services for clients directly or via use of a language line.
- Translate, or arrange for translations of, letters, documents, etc. as needed.
- Answer and transfer telephone calls.
- Attend and participate in project team meetings.
- Work collaboratively with others on the project team to promote effective communication, coordination and teamwork.
- Perform other duties as needed consistent with the provision of quality client services.

**BACKGROUND AND QUALIFICATIONS**

- High school degree or equivalency.

- Ability to conduct intakes and provide referrals/advice over the phone.
- Capacity to identify and analyze legal and other problems.
- Ability to do word processing and to track information using spreadsheets and our online client data base.
- Demonstrated concern for and commitment to the goals of legal services and to working for low-income people.
- Experience working with interpreters, or fluency in language(s) in addition to English strongly preferred.

#### Salary & Benefits

- Salary is based on a union scale. GBLS offers a generous benefits package, including health and dental insurance and generous PTO leave.

#### How to Apply

- Candidates should submit a letter of interest and resume including a description of any prior public interest legal work or other advocacy on behalf of low-income communities and individuals.
- Applications should be submitted to the Personnel Team via email at [jobs@gbls.org](mailto:jobs@gbls.org). Please refer to **job code: HILA-INTAKE PARA** when applying for this position. **Deadline is December 24, 2021**, or until position is filled, with applications to be reviewed on a rolling basis.

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