



July 26, 2022

**PARALEGAL  
ELDER, HEALTH & DISABILITY UNIT**

***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 full-time paralegal to work primarily in the Elder, Health and Disability Unit (EHDU) providing client representation in a Medical Legal Partnership. The paralegal will be sited at GBLS's Boston office and at a community clinic some of the time. A hybrid work schedule is possible.

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.

The candidate will primarily work on GBLS's Medical Legal Partnership with community clinics. This will entail receiving referrals from the clinics and referring them to the correct unit at GBLS; working on SSI and SSDI terminations and denials (for children, adults, and elders) for the EHDU service area, under the supervision of an EHDU attorney or paralegal; working on Medicare/Medicaid terminations; and working on MassHealth terminations and other matters. 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.

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, and persons with disabilities is preferred.

The salary for this position is based on a union scale. The salary range for an applicant with 3 to 5 years of experience is \$40,500 to \$42,500 (currently under negotiation) with increases depending on experience and bilingual abilities in GBLS client languages. 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 GBLS Human Resources Team by email to [jobs@gbls.org](mailto:jobs@gbls.org). Please refer to Job Code: **EHD-PARA-MLP** when applying for this position. Applications will be accepted until the position is filled but applicants are encouraged to submit applications by August 26, 2022.

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