

<b>Job Title</b>	Bilingual Education Specialist
<b>Employer/ Agency</b>	Disability Rights Texas
<b>Job Description</b>	<p><u>Position Summary</u> The <b>Bilingual Education Specialist</b> will work in assigned field office(s) and is charged with providing non-litigation case level and technical support services to probation involved youth, their families and probation officers. Under the direction of and in collaboration with the Supervising Attorney / Coordinator of Operations, this position exercises independent judgment within the confines of the probation department regulations, the limited scope contract of the County, and according to Disability Rights Texas' policies and procedures while administering assigned case work. Duties often include interviewing clients, reviewing records, investigating facts, recognizing key issues, accompanying families to IEP/ARD and 504 meetings, negotiating favorable outcomes, mediating disputes, referring to other programs when appropriate, and providing technical assistance to county probation officers. Working nights and weekends will be regularly required and necessary.</p> <p><u>Essential Functions</u></p> <ol style="list-style-type: none"> <li>1. Follow and implement the probation department and organizational policies and procedures.</li> <li>2. Master technical information of assigned and relevant statutes and policies.</li> <li>3. Conceptualize and develop initial and ongoing case strategy for long and short term cases within the parameters set by the supervising attorney.</li> <li>4. Develop and maintain a caseload within the level set by the supervising attorney.</li> <li>5. Clearly communicate relevant case information to clients, fellow staff members, other stakeholders and necessary parties, throughout the case.</li> <li>6. Be thorough in all case work with clear and effective oral/written communications, timely capturing and documenting all pertinent information, and provide comprehensive analysis of cases when called upon.</li> <li>7. Assist clients through the process of case advocacy and negotiations.</li> <li>8. Develop materials for Training and Technical Assistance programs about matters relating to probation involved youth, their families, and probation officers.</li> <li>9. Provide appropriate information, materials, referral, and short-term case level services.</li> <li>10. Continually educate oneself in order to increase juvenile probation related knowledge and to keep abreast of changing regulations, policies, laws and similar issues.</li> <li>11. Travel as needed to provide case and other related services.</li> <li>12. Work on evenings and weekends as needed to provide services.</li> <li>13. Appropriately internal and external case management software(s), prioritize tasks as needed and multi-task numerous responsibilities in a timely manner.</li> <li>14. Establish personal credibility with all relevant parties to be an effective partner advisor.</li> <li>15. Apply the principles of the organization's vision and values in all work-related business and interactions.</li> </ol>

	16. Perform other duties as requested or required.
<b>Qualifications</b>	1. Bachelor's degree in Criminal Justice, Education, Social Work or other related field of study plus two (2) years previous related experience with demonstrated success working with persons with disabilities as well as, preferably, probation involved youth and families -- <i>or</i> -- four (4) years previous related experience with demonstrated success working with persons with disabilities as well as, preferably, probation involved youth and families. 2. Demonstrated functional knowledge of complex laws, regulations, and programs on both the State and Federal level affecting probation involved youth, and persons with disabilities, and special education.
<b>Salary/Hours</b>	DOE
<b>Employer/Agency</b>	Disability Rights Texas
<b>City, State, Zip</b>	Houston, TX
<b>Application Method</b>	Apply online <a href="https://careers.drxtx.org">https://careers.drxtx.org</a>
<b>Opening Date</b>	Immediate

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