

**Alaska Court System
Class Specification**

THERAPEUTIC COURTS PROGRAM COORDINATOR

Range: 22

EEO4: 02

SOC: 23-1020

Class Code: C3125

Definition:

Under general direction, the Therapeutic Courts Program Coordinator is responsible for the statewide administration and coordination of the therapeutic courts, including the Felony Drug Court, the Mental Health Court, the Wellness Court, and Felony DUI Court, and the Family Care Court.

Distinguishing Characteristics:

The Therapeutic Courts Program Coordinator is a single-position job class responsible for planning, developing, evaluating, and coordinating statewide programs providing therapeutic treatment services. In performing these tasks, the incumbent works closely with the judge assigned to the therapeutic court and the interagency management team for each court. This position requires the exercise of considerable independent judgment on a regular basis.

Supervision Received: The Therapeutic Courts Program Coordinator works under the direction of the Administrative Director and the Deputy Administrative Director.

Supervision Exercised: This position may exercise supervisory responsibilities.

Examples of Duties:

Develop, determine, and promote statewide therapeutic court program directions.

Evaluate statewide therapeutic programs or therapeutic practices and provide professional or technical assistance in support of ongoing programs.

Identify and recommend policy and procedural changes and establish administrative procedures for implementing programs on a statewide basis. Recommend or initiate corrective action.

Make on-site visits. Continually analyze programs and assess the staffing needs of the therapeutic courts.

Perform extensive evaluations and studies of a conceptual nature.

Respond to complaints and inquiries regarding statewide therapeutic programs.

Develop and submit proposals to funding authorities. Monitor progress of proposals and negotiate any amendments necessary to gain approval and funding of different programs.

Negotiate, write, and monitor state or federal grants. Identify funding sources.

Review and develop preliminary budget and make recommendations to the administrative director.

May work on legislative issues.

Oversee the procurement process for the therapeutic courts and effectively recommend supply needs and priorities.

Oversee contract administration with treatment providers.

Serve as the primary liaison between the Alaska Court System and the Department of Law, Department of Corrections, Department of Health and Social Services and other government agencies.

Formulate cooperative agreements with other government and private agencies engaged in referral of applicants to appropriate programs.

Provide accurate and up-to-date budget information on the programs.

Serve as a staff resource for the statewide therapeutic courts coordinating committee.

Provide general program information. Hold conferences and make presentations.

May represent the Alaska Court System on various committees, panels, etc.

Coordinate staff development and training.

Prepare reports and correspondence.

Perform other duties as assigned.

Knowledge, Skills, Abilities:

The Therapeutic Courts Program Coordinator requires knowledge of:

- Therapeutic justice principles and practices, and applicable Alaska laws and regulations.
- Substance abuse and mental health issues.
- Program planning and budgeting techniques.

The Therapeutic Courts Program Coordinator requires the ability to:

- Communicate effectively both orally and in writing and develop an effective public relations program.
- Work effectively with court personnel, government agencies, and individuals of diverse backgrounds.

- Interpret and apply the provisions of applicable federal or state programs.

Minimum Qualifications:

A bachelor's degree in business administration, public administration, social work, psychology, vocational rehabilitation, education, criminal justice, or a closely related field AND two years of professional experience in program administration in the above fields.

Note: This position is in the partially-exempt service; incumbents serve "at-will" to the hiring authority.

06/03 – Original

03/14 – Remove MQQ's, Revised