

**Alaska Court System
Class Specification**

THERAPEUTIC COURTS TRAINING COORDINATOR

Range: 18

EEO4: 2

SOC: 23-1020

Class Code: C3135

Definition:

Under general direction, the Therapeutic Courts Training Coordinator is responsible for the development of a sustainable training plan for the Therapeutic Courts. This includes conducting an initial training needs assessment and training plan for each court. The incumbent will be required to work closely with therapeutic court teams and stakeholders.

Distinguishing Characteristics:

The Therapeutic Courts Training Coordinator is a single position job classification responsible for management of quality assurance and performance measurements, and corrective action plans for courts when necessary.

Complexity of Tasks: The Therapeutic Courts Training Coordinator is in charge of the development, implementation and coordination of training needs assessments and training plans.

Independent Judgment: Duties of a Therapeutic Courts Training Coordinator require independent judgment in assessments, training and ongoing evaluations in each court.

Supervision Received: A Therapeutic Courts Training Coordinator works under the general direction of the Therapeutic Courts Program Coordinator.

Supervision Exercised: This position is not typically assigned supervisory duties, but provides expert coordination and training to the Therapeutic Courts.

Examples of Duties:

Provide assistance to the Therapeutic Court's Project Coordinators by conducting initial needs assessments and developing training plans for each court.

Evaluate and analyze program reports and operations to ensure compliance with national standards.

Identify and prioritize court teams in need of training and coordinate technical assistance.

Coordinate with IS staff and Project Coordinators to develop and improve BI Launch Pad reports that maximize data retrieval from AKAIMS to allow for depth analysis.

Coordinate efforts to develop a sustainable training and technical assistance plan within grant timelines.

Plan and organize annual therapeutic court conferences; coordinate and develop materials for therapeutic court conferences; recruit and prepare speakers to present on therapeutic court-related subjects at conferences.

Coordinate attendance of therapeutic court teams at national training opportunities.

Collate and analyze training surveys following training completion by therapeutic court team members and summarize findings as a tool to assess the impact of trainings provided.

Develop and update a report listing as well as reference resources for therapeutic court team members with a summary of new conferences, webinars, videos, and data reports.

Prepare reports to ensure grant compliance as well as update the Therapeutic Court Program Coordinator of progress on the grant's Time/Task Plan.

Perform other duties as assigned.

Knowledge, Skills, and Abilities:

A Therapeutic Courts Training Coordinator requires knowledge of:

- Alaska Statutes relating to therapeutic courts.
- The therapeutic court model.
- NADCP Best Practice Standards.
- National Standards associated with Therapeutic Court target populations.
- Alaska Court System Personnel Rules.
- Alaska Court System Administrative Bulletins.
- Alaska Administrative Codes.
- Confidential Federal Regulations 42 Part 2 and 45 Parts 160 and 164.
- Health Insurance Portability and Accountability Act (HIPAA).

A Therapeutic Courts Training Coordinator requires skill in order to:

- Effectively conduct initial training assessments and develop training plans.
- Evaluate and analyze compliance of programs with national standards.
- Communicate professionally with court staff.
- Work with details and timelines.

A Therapeutic Court Training Coordinator requires the ability to:

- Work effectively with court employees and therapeutic court team members
- Interpret court policies and procedures.

- Identify areas of need and recommend solutions.
- Develop training plans.

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 (management, oversight, coordination, or program development) in one of the above fields.

12/20 – Original