

**Alaska Court System  
Class Specification**

**DEPUTY THERAPEUTIC COURTS PROGRAM COORDINATOR**

Range: 20

EEO4: 02

SOC: 23-1020

Class Code: C3134

**Definition:**

Under general direction, the Deputy Therapeutic Courts Program Coordinator assists in the administration and coordination of the therapeutic courts statewide, including misdemeanor and felony DUI, drug, mental health, and family courts.

**Distinguishing Characteristics:**

The Deputy Therapeutic Courts Program Coordinator assists with the planning, development, evaluation, and management of programs providing therapeutic treatment services. The incumbent works closely with judges and project coordinators 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 Deputy Therapeutic Courts Program Coordinator works under the general direction of the Therapeutic Courts Program Coordinator.

**Supervision Exercised:** This position may include supervisory responsibilities of project coordinators throughout the state.

**Examples of Duties:**

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

Evaluate therapeutic programs and practices and provide professional or technical assistance to programs.

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

Conduct periodic on-site visits to analyze program compliance with established national standards. Continually analyze programs and assess the staffing needs of the therapeutic courts.

Oversee contract administration with service providers.

Respond to complaints and inquiries regarding therapeutic court programs.

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

Respond to general program information inquiries. Conduct outreach or training presentations as necessary.

Coordinate staff development and training.

Prepare reports and correspondence.

Perform other duties as assigned.

**Knowledge, Skills, Abilities:**

The Deputy Therapeutic Courts Program Coordinator requires knowledge of:

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

The Deputy 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 experience directly supervising staff AND at least one year of direct service experience in the provision of substance abuse treatment services.

OR

A bachelor's degree in business administration, public administration, social work, psychology, vocational rehabilitation, education, criminal justice, or a closely related field AND experience working in a management capacity with therapeutic courts AND at least one year of direct service experience in the provision of substance abuse treatment services.

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

07/20 – Original

10/20 – Revised/MQs