

**Alaska Court System  
Class Specification**

THERAPEUTIC COURTS SERVICES COORDINATOR

Range: 13

EEO4: 02

SOC: 21-1093

Class Code: C3137

**Definition:**

Under general direction, the Therapeutic Courts Services Coordinator provides information and resources for substance use services to individuals with open child in need of aid (CINA) cases.

**Distinguishing Characteristics:**

The Therapeutic Courts Program Coordinator is a single position job classification responsible for providing CINA therapeutic courts participants with customer service as they navigate the social services program referral process.

Supervision Received: The Therapeutic Courts Services Coordinator receives direct, day-to-day supervision from the Deputy Therapeutic Courts Program Coordinator.

Supervision Exercised: Supervisory responsibility is not typically assigned.

**Examples of Duties:**

Assist the Therapeutic Courts Project Coordinator to identify eligible cases and collect collateral information to increase program capacity.

Conduct orientation and intake interviews with program participants once they are referred to the CINA therapeutic courts program.

Assist program referrals with the completion of the initial assessment and program intake paperwork.

Conduct a case management needs assessment for all potential participants. Distribute results to the results to the therapeutic courts team.

Refer participants to social services agencies for appropriate community resources such as: training, employment services, child care, substance abuse treatment, and other court-ordered requirements.

Meet regularly with participants to monitor progress and track program compliance with court-ordered requirements.

Check participant urine analysis results and distribute the information to stakeholders.

Provide court testimony, on occasion, to provide information as to the program participants' compliance status.

Prepare general correspondence, reports, and management activities in the various therapeutic court databases.

Coordinate with the Office of Children Services (OCS) and/or the Department of Corrections to ensure the participant resides in a drug and alcohol-free setting and have a coordinated case plan.

Collaborate with other justice and social services agencies to identify and resolve any concerns impacting program participants.

Participate in special community events that may interrelate to the services provided to program participants.

Conduct on-site visits when requested to analyze program compliance with established national standards. These visits may include curfew checks, urinalysis, or breathalyzer tests.

Research alternate resources and therapeutic behavior response options for participants.

Follow the Family Treatment Court Best Practices Standards and stay apprised on All Rise trainings related to family treatment courts.

Attend OCS team meetings and CINA hearings to support participants.

### **Knowledge, Skills, Abilities:**

The Therapeutic Courts Services Coordinator requires knowledge of:

- The principles of therapeutic courts justice;
- The social, cultural, gender, and economic needs and problems of the target population;
- The criminal justice and human services systems;
- Mental health, substance abuse, dual diagnosis, and trauma issues.

The Therapeutic Courts Services Coordinator requires the ability to:

- Gather and analyze data, draw conclusions, and make appropriate decisions based upon facts;
- Multi-task with frequent interruptions while remaining calm, organized, and accurate;
- Provide excellent oral and written customer service;
- Work effectively with individuals in multiple justice and social services agencies;
- Link participants to social services and assist them in maneuvering through the legal, behavioral health, and social services systems;
- Enter data efficiently and accurately.

**Minimum Qualifications:**

Two years of any combination of postsecondary or vocational experience AND two years of professional or administrative experience in mental health, community development, research, the behavioral sciences, the social sciences, public administration, justice, or a closely related field.

OR

Four years of professional or administrative experience in mental health, community development, research, the behavioral sciences, the social sciences, public administration, justice, or a closely related field.

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