



## Coordinator Mentorship Program Overview

Since 2015 the Council of Accountability Court Judges (CACJ) has supported the accountability courts in Georgia by funding an administrative position within these programs most commonly known as the coordinator. The coordinator serves as the program's administrator and is responsible for the following: program fidelity, human resources, contracting, maintaining court administrative records, certification, fiscal responsibilities, grant writing and grants management.

The scope of duties associated with the coordinator position are vast and varied. To support this vital position the CACJ is pleased to offer the Coordinator Mentor Program as a form of technical assistance (TA) to the courts. This TA will provide a structured method for an experienced coordinator (mentor) to work closely with a less experienced (or new) coordinator (mentee) to provide one-on-one training and guidance in the area of accountability court administration. CACJ will work to provide a minimum of one mentor coordinator per judicial district.

Coordinators interested in applying to serve as a mentor or receive mentorship should complete the following steps:

1. Read the CACJ Coordinator Mentor Program Mentor & Mentee Roles and Responsibilities form.
2. Coordinators applying to become a mentor should have at least 36 months of work experience in the role as coordinators. There are no prerequisites for mentees.
3. Complete and have signed (by the accountability court program Judge) the Coordinator Mentorship Program acknowledgement form.
4. Complete the applications (to become a mentor or participate as a mentee) by submitting all requested documentation and information.
  - a. [Mentor Application](#)
  - b. [Mentee Application](#)

The Case Manager Mentorship Program application window will open Monday, November 8, 2021 Pairings are expected to be determined and announced by January 2022.