

# **CACJ Coordinator Mentor Program**

## **Mentor and Mentee Roles and Responsibilities**

The mentorship is intended to encourage, guide, and support the mentee as they progress in their role as an accountability court coordinator. One of the most important skills the mentor will share with their mentee is suggestions on how to best navigate the CACJ grant process and various other funding sources.

Mentors shall have the following duties and responsibilities:

- A. Make initial contact with mentee via email to ascertain the needs of the mentee and assess how to best use their allotted time. The mentor shall schedule a site visit. The mentor shall draft a site visit agenda to ensure the identified areas of need are addressed and as a means to ensure the site visit stays on track. A copy of the agenda shall be submitted to CACJ upon the conclusion of the site visit.
- B. Answer mentee questions via email or telephonically as needed leading up to site visit.
- C. Conduct the site visit to provide one-on-one guidance in areas identified as important by the mentee and listed within the site visit agenda.
  - a. All site visits must be performed in accordance with the State Accounting Office (SAO) Travel Policy. Site visit activities performed outside of the SAO Travel Policy are NOT reimbursable.
- D. Complete the site visit evaluation for CACJ. The evaluation and site visit agenda must be submitted with the reimbursement request to Ms. Kimberly Howard, CACJ Operations Coordinator. The reimbursement request forms will be released to the mentor and returned to CACJ for processing.
- E. After the site visit the mentor will continue to communicate via email or telephonically with the mentee as needed.
- F. If a second site visit is required, the mentor may request approval from CACJ.

Mentees shall have the following duties and responsibilities:

- A. Complete the mentorship application; identify areas of need and/or technical assistance.
- B. Be responsive to mentor-related communication.
- C. Prepare for the site visit. The site visit should maximize both the mentor and mentee's time. Plan to set aside one whole day to achieve the maximum amount of technical assistance.
- D. Follow-up with mentor after the site visit with any additional questions.
- E. Complete the site visit evaluation for CACJ.

For questions related to the CACJ Coordinator Mentorship Program please contact Ms. Kimberly Howard, CACJ Operations Coordinator, at [kimberly.howard@georgiacourts.gov](mailto:kimberly.howard@georgiacourts.gov).