



Case Manager 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 known as the case manager. The case manager supports the program's coordinator and is responsible for the following: monitoring participant compliance, data entry, record keeping, coordinating special projects, and locating community resources.

The scope of duties associated with the case manager position are vast and varied. To support this vital position the CACJ is pleased to offer the Case Manager Mentor Program as a form of technical assistance (TA) to the courts. This TA will provide a structured method for an experienced case manager (mentor) to work closely with a less experienced (or new) case manager (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 case manager per judicial circuit.

Case Managers interested in applying to serve as a case manager mentor or receive mentorship should complete the following steps:

1. Read the CACJ Case Manager Mentor Program Mentor & Mentee Roles and Responsibilities form.
2. Case managers applying to become a mentor should have at least 24 months of work experience in the role as case manager. There are no prerequisites for mentees.
3. Complete and have signed (by the accountability court program coordinator or director) the Case Manager 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 28, 2022, and close December 30, 2022. Pairings are expected to be determined and announced by January 30, 2023.