Setup and Coordinate

Receive and review intake referral applications

GAIN assessments and LSI screenings

Mental health/psych evaluations

DV inventories & evaluations

Transitional housing

Residential treatment

Medical appointments

GED testing and tutoring

Employment opportunities

Pro-social events for participants (bbq, softball, etc)

Teaches life skills classes

Provides Case management services

Identifies team training needs and setups training

Organizes sending team members to national/state trainings

Creates or revises participant handbooks

Creates or revises policy and procedures manuals

Creates other forms and documents that the program/team need for the program

Attends

Drug court staffing

Drug court hearing

Drug court clinical staffing

Implementation meeting

Triage meeting

Commissioner meeting

Governing board meeting

Data Entry

Enter and reviews utilization reports

Enter WITs information

Enter ISTARs or Odyssey data/ Coordinates Data Entry

Baseline information

Court information such as sanction, graduations, etc

UA testing

Creates and maintains databases for their program (other than ISTARs or Odyssey)

Creates weekly staffing report for judge and team

Budgets

Processes and submits invoices for program

Reviews and maintains county budgets for the program

Grant writing and management of grant

Responsible for finding and developing community resources

UA Testing

Setups UA testing schedule

Setups call in system

Assists with monitoring scheduled UA testing program

Assists with monitoring random UA testing program

Conducts

Conducts orientation to new drug court participants

Conducts exit interviews with graduating participants

Conducts phase advancement interviews

Conducts participant feedback surveys

Conduct program development meeting at least 2x a year

Community Outreach

Solicits donations for program

Responsible for the purchasing and inventory of rewards

Sets up and coordinates graduation ceremony

Sets up and coordinates governing board meetings.

Speaks at civic groups and other community events to promote drug court

Meets with stakeholders to solicit referrals

Is involved in committees local or state

Victims and victim advocacy agencies