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