

Ronnie Crocker, Administration

June 5, 2019

The Administrative Manager receives the calls from elders, preachers and family members, who are trying to persuade their loved one to enter a drug program. He assists and/or conducts the intervention meeting and process.

He explains the PR program and the financial commitment.

He handles the PR application process. He receives and replies to all applications from prospective members: Before forwarding the application to the Executive Committee, he makes sure the prospective member meets the criteria to enter PR. He makes sure they have a financial sponsor (and helps raise funds if they need it). Then he forwards the application to the Executive Committee for approval.

He explains to the accepted member and his family that he needs to bring clothes for church, work and recreation. Member needs to supply his own personal hygiene items.

He manages the members' cell phones. Programs the restrictions on members' phones. He programs the 20 numbers (family & PR staff) the member is allowed to call. He monitors how members are using their phones.

He administers the program's Cable TV and internet accounts.

He serves as liaison between PR members and the criminal justice system...

By sending acceptance letters

By sending monthly reports

By going to court with members

By sending monthly reports to probation.

Notifying the court when a member quits the program

He serves as liaison between PR members and the government agencies:

Child Support

Children Services

Social Security Disability

He assists the members to obtain a:

Birth certificate

Social Security Card

Picture ID

Drivers License

He maintains a Program Members Sheet, which he sends out weekly to staff. This report is an Excel spreadsheet that contains every member's Name, Arrival date, Apartment number Place of work, Hometown, and whether he is a member of the church. On the back of the member's sheet, I print a census layout (apartments where members reside).

He maintains a Member Pictorial Directory to send to the Beltline church eldership and ministers. He also sends it to PR staff and to the Executive Committee and Charles and Tom.

He keeps track of our success rate percentages.

He serves as liaison between PR and churches & individuals who are the members' financial sponsors. He pulls up members' financial statements through QuickBooks Online: When a member gets into the Red on his financial PR account, the Administrative Manager calls to make sure funds are sent to catch up the members' account.

He maintains a file on his computer that is backed up on Carbonite and Gmail, that contains the... Applications of all the members who have entered our program, Dates members arrived and left the program. How many and who obeyed the Gospel. Pictures of program members. Emails he sent to the courts and attorneys. etc.