



Job Title	Program Manager and Improvement Advisor, Childhood Problematic Sexual Behavior Program
Organization	Center for Child and Family Health, Inc. (CCFH)
CCFH Program	North Carolina Child Treatment Program (NC CTP)
Location	1121 W. Chapel Hill St., Suite 100, Durham, NC
Position Type	Full-Time
Start Date	7/1/2019
Application Close	4/26/2019

JOB DESCRIPTION

Occupational Summary:

Established in 1996, the Center for Child & Family Health (CCFH) is a nonprofit, community partnership with Duke University, North Carolina Central University, and the University of North Carolina Chapel Hill. CCFH works at the intersection of academic research, evidence-based treatment and prevention practices, and community impact. Specific expertise includes childhood maltreatment and trauma, evidence-based practices to prevent and treat the sequelae of maltreatment and trauma, dissemination of evidence-based interventions, and integration of implementation science to promote intervention fidelity and sustained practice. CCFH has disseminated and studied evidence-based practices to improve standards of care for in NC, nationally, and internationally. Direct care includes a mental health service that exclusively uses evidence-based treatments for child traumatic stress and evidence-based maltreatment prevention programs). Annually, CCFH programs directly serve more than 2,000 children. Training and dissemination increase the quality of NC’s clinical workforce that serves children affected by trauma.

The North Carolina Child Treatment Program (NC CTP), a program of CCFH, was established as a regional pilot in 2006 to train mental health clinicians in an evidence-based, child trauma model. In 2013, NC CTP was granted an annually-recurring appropriation from the North Carolina General Assembly to expand program scope and geographic reach. Currently, NC CTP trains 150 licensed clinicians per year across four evidence-based treatments; during training, clinicians offer high-quality treatment to over 500 children, birth through eighteen years of age. Following graduation, NC CTP offers graduates access to a post-training support program, advanced training opportunities, clinical consultation, and a web-based, clinical support tool.

In 2019, NC CTP received funding to launch a program to address problematic sexual behaviors (PSB) among children and adolescents (3-18 years of age). During the two-year launch phase, NC CTP will develop a state-level, childhood PSB advisory board, train licensed clinicians in Problematic Sexual Behavior – Cognitive Behavioral Therapy (PSB-CBT), support PSB treatment among children and adolescents, and begin developing a team of endorsed PSB-CBT trainers. NC CTP is seeking a Program Manager to support the development, implementation, and sustainment efforts of this statewide, childhood PSB training and treatment platform.

Work Performed:

- Provide direct support to the PSB Clinical Program Director with regard to program management and daily operations;
- Support routine program monitoring and evaluation, including data collection, data processing, and reporting;
- Develop and maintain project management strategies, to include task-tracking, reporting, facilitating team meetings, and communicating with other CCFH programs;
- Support development of organizational, training, and clinical improvement measures;



- Support development and management of the PSB-CBT training platform, including curriculum accreditation, coordination with PSB-CBT model developers, delivery of an implementation track for agency administrators, management of the application process, event management, and tracking trainee progress, and graduate rostering;
- Support development and facilitation of a state-level, multidisciplinary, childhood PSB advisory board;
- Support development of a childhood PSB treatment referral base;
- Engage in routine communication with key stakeholders, including community-based treatment providers, family advocates, referral sources, state agencies, courts, and 3rd party payers;
- Participate in grant-writing, technical writing, and editing;
- Support PSB-CBT treatment groups at CCFH;
- Perform additional duties as needed to support CCFH and NC CTP programs and initiatives.

The above statements describe the general nature and level of work being performed by individuals assigned to this classification. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so classified.

Candidate Qualifications

Education/Training: Bachelor’s degree required, with a Master’s degree preferred.

Experience: Project management; training support; data management in support of program monitoring and evaluation activities; and event management.

Skills: Project management; ability to develop continuous quality improvement measures and strategies; data management to support program monitoring and evaluation; excellent written and verbal communication, including grant writing, technical writing, and editing; and use of Microsoft Office suite (Word, PowerPoint, and Excel required; Access preferred).

Travel Requirements: Routine travel within 50 miles; occasional overnight travel to support statewide program dissemination.

Physical Requirements: None.

Salary: \$39,000-\$46,000, based upon education and experience; fully dependent upon availability of funding.

APPLICATION INFORMATION

Please email a letter of interest and resume to **Allison Broome** at Allison.Broome@duke.edu by Friday April 26th, 2019.