



Job Title:	Program Manager and Data Specialist
CCFH Program:	SAMHSA LAUNCH READY Project
Location:	Durham, NC
Position Type:	Full-Time

JOB DESCRIPTION

Reports to: SAMHSA LAUNCH READY Project Director

Occupational Summary:

The Program Manager and Data Specialists (PM/DS) position fulfills multiple functions in support of the training and data management components of the Responsive Early Access for Durham’s Young Children (READY) project funded in 2019 at CCFH by the Substance Abuse and Mental Health Services Administration’s (SAMHSA) Linking Actions for Unmet Needs in Children’s Health (LAUNCH) grant. The READY project is designed to strengthen the system of care for young children in Durham by increasing the local community’s capacity to promote healthy social emotional development and to identify and address young children’s behavioral concerns.

The PM/DS supports the READY Project Director and Co-PIs with program management and daily operations of the project. S/he serves as the primary organizer of the READY project’s face-to-face learning communities for Attachment and Biobehavioral Catch-up (ABC) and Parent Child Interaction Therapy (PCIT). The PM/DS is responsible for data collection and reporting practices inherent to the overall project as well as data management specific to the ABC and PCIT training tracks. The PM/DS will receive training to become the primary fidelity consultant for CCFH’s ABC trainees.

Work Performed:

- Provide general management and trainee communications for learning communities and other training events (e.g., facilitating recruitment and registration, managing application processes, booking space, communicating with presenters, ordering supplies);
- Coordinate and manage scheduling and implementation of phone-based consultation and web-based data collection as required for ABC and PCIT learning communities as well as other READY project initiatives;
- Collaborate with the PCIT Program Manager to ensure integration of project-funded PCIT trainees into CCFH’s PCIT/CARE program and processes;
- Receive training from the University of Delaware during the first ABC learning community to code ABC coaching videos for fidelity; upon completion of training, assume primary responsibility for ongoing video coding and fidelity consultation for CCFH’s ABC training efforts;
- Serve as *Improvement Advisor* to agencies participating in ABC learning communities by providing training and coaching in quality improvement strategies to participating agency leaders based on the collection of designated metrics throughout the learning community;
- Support READY project evaluation efforts by collecting and inputting data on CCFH service provision and activities as required and maintaining regular communication with project evaluators from Duke’s Center for Child and Family Policy;
- Provide assistance to partnering agencies to facilitate project-related data collection and evaluation efforts;
- Ensure effective and efficient data management and evaluation through the use of appropriate electronic data capture systems, technologies, and software; enter data accurately and assist in investigating incomplete, inaccurate or missing data/documents to ensure accuracy and completeness; run summaries and reports on existing data; follow required processes, policies, and systems to ensure data security and provenance.



Qualifications & Skills

Education/Training:

Bachelor's degree required, with a Master's degree preferred.

Experience:

Minimum 2 years' professional work experience with a variety of responsibilities relevant to this position, such as:

- Management or coordination of complex projects, including the development and maintenance of electronic tracking, documentation, and reporting systems
- Research, evaluation, and/or data management (collection, entry, and analysis)
- Event management
- Application of implementation science principles/quality improvement methodology and tools within a human services or educational agency setting.

Skills:

- Working knowledge of basic statistics, data analysis, and graphical displays of information
- Strong initiative and problem-solving skills, meticulous attention to detail, and the ability to prioritize and manage the demands of a variable workload
- Proven ability to work autonomously and in collaboration with a team
- Excellent written and verbal communication skills
- Intermediate to advanced skills with Microsoft Office programs including Excel and Word, and familiarity with a variety of other project management, database, and/or statistical analysis software.

Physical Requirements:

- Extended sitting (up to 8 hours per day) within an active office environment with changes in climate and noise level.
- Infrequent lifting of up to 25 pounds (training and office supplies)

Compensation:

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

CCFH is committed to building a culturally diverse team. We strongly encourage minority candidates to apply.

APPLICATION INFORMATION

Please email resume and letter of interest to Arladean Arnson via email at arladean.arnson@duke.edu (subject line: SAMHSA LAUNCH Program Manager and Data Specialist Position).

Letter of interest should be addressed to:

Karen Carmody
Center for Child & Family Health
1121 W. Chapel Hill St., Suite 100
Durham, NC 27701

For additional information on the Center for Child & Family Health, please see the CCFH website at www.ccfhnc.org.