



Job Title:	FCI Director of Dissemination
CCFH Program:	Family Connects International
Location:	Durham, NC
Position Type:	Full-Time

JOB DESCRIPTION

Reports to: Sr. Business Manager

Program Description: Family Connects (FC) is a model for a community-based program supporting new parents in caring for their newborns, offering physical assessments of the mother and baby, addressing questions about caring for a newborn, and helping them access any needed community services or resources. The model combines top-down identification and alignment of key community resources with a bottom-up approach of engaging individual families through short-term nurse home visiting. The program is currently being implemented in over 20 communities nationwide, with approximately 20 additional sites in at least the planning stage across 18 states.

Occupational Summary:

The Director of Dissemination is responsible for the oversight, implementation, and monitoring of all Family Connects program dissemination efforts throughout the United States. In collaboration and coordination with other key *Family Connects National Service Office* personnel (within CCFH and CCFP), this position will mentor, and lead Family Connects dissemination and training staff in coordination of planning, training, and certification efforts across program sites.

Work Performed

Personnel Management

- Manage a team of dissemination specialists and data managers consistent with internal process and policy
- Oversee professional development for all supervised staff
- Report to Leadership Team and Directly to FC Medical Director on key implementation topics;

Business & Strategic Development:

- Meet with potential and existing customers to discuss new dissemination opportunities and maintain ongoing client relationships
- Work with CCFH Business Manager to develop project proposals, including pricing, budgets, and schedules for large, complex projects
- Work with FCI Leadership to create a cohesive vision and structural 5-year plan for national model dissemination
- Provide written and actuarial reports to internal Center leadership, project funders, and stakeholders as directed



Project Management / Training Management:

- Develop detailed task lists and work effort assessment and short and long term resource allocation plans for each dissemination site
- Coordinate training team member assignment to dissemination sites (e.g., Implementation Specialist, Community Alignment Specialist, etc.)
- Provide coaching to training/consulting project teams to support initial program certification.
- Oversee the design and development of training materials including manuals, multimedia, e-learning, and other instructional supports
- Plan, lead, and facilitate regular cross-functional consulting project team meetings.
- Travel, as needed, to attend meetings or provide oversight and monitoring for off-site projects.

Site Network Management

- Provide continued training and consulting to local site teams to support sustainability of the Family Connects program
- Conduct periodic project reviews in order to identify and share best practices across dissemination sites.
- Oversee design and development of cross-site communications platforms to support ongoing learning and improvement.
- Manage the creation of a standardized consultation platform for Implementation Team to provide training and technical assistance to agencies and stakeholders in communities adopting the FC model.

Perform other related duties incidental to the work described herein.

Required Qualifications at This Level

Education/Training: Master's degree in a relevant field (e.g., healthcare administration, public policy, public administration, or public health) or equivalent experience. Minimum of ten (10) years of professional program management experience related to training and monitoring of evidence-based practices required. Experience in project management, including complex projects involving multiple stakeholders is required. Preferred experience in coaching teams using fundamental tenets of Implementation Science. Demonstrated experience with legislative, budgetary, and regulatory processes at the state level is preferred. Experience using the Salesforce platform is a plus.

Required Skills:

- Supervisory experience
- Strategic Planning
- Project management and monitoring
- Budget development



- Negotiation experience
- Excellent verbal and written communication skills

Preferred Skills:

- Understanding of evidence-based practice and prevention
- Understanding of implementation science and model fidelity

NOTE: Due to the ongoing unusual conditions affecting the country because of the COVID-19 pandemic, candidates for this position may be asked to work from home until further notice.

Travel Requirements: This position will require some travel once travel restrictions are lifted. Travel may be required up to 25%.

Physical Requirements:

Extended sitting (up to 8 hours per day). • Keyboarding, • Ability to work in different (changing) locations. • Ability to move or lift at least 50 pounds. • Ability to climb stairs. • Ability to perform duties in an active environment with changes in climate and noise level. • Requires regular kneeling, bending, and sitting on the floor. • Drive in all types of weather. • Ability to travel in air, train, and car.

Salary: DOE

CCFH is committed to building a culturally diverse team. We strongly encourage minority and bilingual (Spanish) candidates to apply. The above statements describe the general nature and level of work 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.

APPLICATION INFORMATION

Please email resume and letter of interest to Kristen Southworth via email at kristen.southworth@duke.edu (subject line: FCI Director of Dissemination)