

Job Title:	Program Manager (CPP, SPARCS) and Improvement Advisor (SPARCS)
CCFH Program:	North Carolina Child Treatment Program (NC CTP)
Location:	1121 W. Chapel Hill St., Suite 100, Durham, NC
Position Type:	Full-Time

JOB DESCRIPTION

Organizational Summary:

Established in 1996, the Center for Child & Family Health (CCFH) is a community-based nonprofit organization. CCFH’s mission is to define, practice, and teach the highest standards of care in treating and preventing childhood trauma, serving more than 2,500 children and families each year. CCFH training faculty are committed to developing and sustaining a child trauma mental health workforce across North Carolina and the country, leveraging state and federal programs to support clinical training, consultation, and technical assistance. CCFH faculty hail from Duke University, the University of North Carolina at Chapel Hill, and North Carolina Central University. They include clinicians, researchers, nationally-endorsed trainers in evidenced-based treatments (EBTs), and clinical and implementation experts. CCFH is located in Durham, North Carolina, and is a Category III site in the National Child Traumatic Stress Network (Substance Abuse and Mental Health Services Administration, U.S. DHHS).

The North Carolina Child Treatment Program (NC CTP) is a collaborative initiative within CCFH. NC CTP has been in operation since 2006, serving as a statewide platform for the implementation and support of child trauma mental health EBTs. In 2013, the North Carolina General Assembly awarded NC CTP an annually-recurring appropriation, administered by the NC Division of Mental Health/Developmental Disabilities/Substance Abuse Services (NC DMH/DD/SAS), to support an array of child trauma mental health EBTs across North Carolina. Currently, NC CTP disseminates six child trauma mental health EBTs across North Carolina.

Work Performed:

- Oversee the day-to-day management of Child-Parent Psychotherapy (CPP) and Structured Psychotherapy for Adolescents Responding to Chronic Stress (SPARCS) learning collaborative activities.
- Develop and maintain a project management system (e.g., schedules, task lists).
- Plan and coordinate virtual and off-site training sessions (e.g., communicating with collaborative leadership team and participants, setting up and managing Zoom training sessions, coordinating with Program Assistant to organize training facilities and caterers, managing training material development).
- Coordinate and manage scheduling and communications for collaborative conference calls.
- Track extended consultation for learning collaborative participants and coordinate with the program coordinator for contracting and invoicing of consultation hours.
- Develop marketing materials and handouts for learning collaboratives.
- Oversee the application process for learning collaboratives, including release of new applications, answering clinician inquiries, collecting applications and verifying completeness, compiling of applications for faculty and staff review, dissemination of applications for review, management of review process, and notification of acceptance.
- Assist with the development of call and meeting agendas as well as collaborative websites.
- Oversee weekly continuous quality improvement meetings with training team.
- Work with SPARCS agency teams to develop improvement measures (monthly metrics).
- Develop, administer, collect, and analyze results of process and outcome evaluation tools.
- Provide assistance in report preparation.
- Other duties as needed to support program deliverables across models and teams.

Required Qualifications at This Level

Education/Training: Bachelor's degree.

Experience: Experience with project management, data tracking and reporting, and training desired.

Skills: Organization, customer service, task tracking, written and verbal communication skills, data management and reporting.

Physical Requirements: None.

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. Personnel will also perform projects as assigned and other duties as requested.

Salary: \$42,000-\$48,000 depending on education and experience.

APPLICATION INFORMATION

Please email a letter of interest and resume to Kelly Knapp at Kelly.Knapp@duke.edu by Friday, November 5, 2021.