



<b>Job Title:</b>	ARCh Training Project Manager (50% FTE)
<b>CCFH Program:</b>	SAMHSA IECMH Advancing Resources for Children (ARCh) Project
<b>Location:</b>	Durham, NC
<b>Position Type:</b>	Part-Time
<b>JOB DESCRIPTION</b>	
<p><b>Reports to:</b> ARCh Project Director</p> <p><b>Program Description:</b></p> <p>The <i>Advancing Resources for Children (ARCh): Connecting NC’s Systems to Strengthen Infant and Early Childhood Mental Health Outcomes</i> project improves infant and early childhood mental health (IECMH) outcomes of North Carolina (NC) children through advancing workforce capacity to increase access and meet their needs. Our population of focus is children ages birth to 5 at significant risk of or experiencing mental health problems, including those with histories of trauma and/or a history of in-utero exposure to substances.</p> <p><b>Occupational Summary:</b></p> <p>The Training Project Manager supports the <i>ARCh</i> Project Director and PI with project management and daily operations of the project, and serves as the primary organizer of the <i>ARCh</i> Project’s IECMH trainings, as well as the <i>ARCh</i>-led learning communities (Comprehensive IECMH Assessment and Attachment &amp; Biobehavioral Catchup – Infant; ABC-I). The project manager supports continual quality improvement (CQI) within the <i>ARCh</i>-led learning communities assuming lead responsibility for trainee and agency data collection and monitoring.</p> <p><b>Work Performed:</b></p> <ul style="list-style-type: none"> <li>• Provide general management and trainee communications for <i>ARCh</i>-led learning communities and other <i>ARCh</i> training events (e.g., facilitating recruitment and registration, managing application processes, booking space, communicating with presenters, ordering supplies).</li> <li>• Coordinate with the NC Child Treatment Program (CTP) and model-specific CTP Project Managers to support the implementation of <i>ARCh</i>- supported Parent-Child Interaction Therapy (PCIT) and Child Parent Psychotherapy (CPP) learning collaborative cohorts, and to ensure necessary data collection and reporting from those cohorts.</li> <li>• Coordinate and support scheduling and implementation of phone-based consultation and web-based data collection as required for learning communities and other other <i>ARCh</i> project initiatives.</li> <li>• Ensure continuous quality improvement (CQI) processes for <i>ARCh</i>-led learning communities including:             <ul style="list-style-type: none"> <li>○ Set up data collection systems for trainee-specific data and agency-level assessments in coordination with Project Evaluator</li> <li>○ Track and compile weekly trainee data for team review and discussion</li> <li>○ Oversee weekly team review and discussion of agency and trainee performance</li> <li>○ Compile and disseminate agency performance reports (metrics) in coordination with Project Evaluator.</li> </ul> </li> <li>• Develop, administer, collect, and analyze results of training evaluation tools in coordination with Project Evaluator; present training data at learning sessions and program meetings.</li> <li>• Assist Project Director with the development of meeting agendas and project partner communications.</li> </ul>	



- Coordinate ordering of supplies and training materials as well as vendor payments in accordance with CCFH fiscal procedures.
- Collaborate with CCFH Training Services and administrative staff to ensure integration of ARCh training activities with CCFH training protocols.
- Participate in CCFH-wide meetings, committees, and workgroups, as available, to support Center priorities.

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.

**Required Qualifications at This Level**

**Education/Training:** Bachelor's or Master's degree welcomed.

**Experience:** Minimum 2 years' professional work experience within a human services, mental health, or educational/early childhood agency setting with a variety of responsibilities relevant to this position, such as:

- Management or coordination of complex projects
- Development and maintenance of electronic tracking, documentation, and reporting systems
- Data collection and management (e.g., entry, analysis)
- Coordination of team communications and scheduling
- Event management.

**Skills:**

- Strong initiative and problem-solving skills, 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
- Demonstrated flexibility and relational skills through written and verbal communications
- 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.

**Travel Requirements:** Travel to local, state, and regional project-related meetings or training events.

**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:** Prorated salary based on a \$40,000-\$49,000 full-time equivalent (i.e., \$20,000-\$24,500), 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 Ebony Sneed via email at [ebony.sneed@duke.edu](mailto:ebony.sneed@duke.edu) (subject line: ARCh Training Project Manager).

For additional information on the Center for Child & Family Health, please visit [www.ccfhnc.org](http://www.ccfhnc.org).