



<b>Job Title:</b>	Program Manager for Evidence-Based Treatment (EBT) Training
<b>CCFH Program:</b>	North Carolina Child Treatment Program (NC CTP)
<b>Location:</b>	Hybrid remote and in-office
<b>Position Type:</b>	Full-Time
<b>Deadline to Apply:</b>	Rolling

**JOB DESCRIPTION**

**Organizational Summary:**

Established in 1996, the Center for Child and 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 Child and Family Well-Being (NC DCFW), to support an array of child trauma mental health EBTs across North Carolina. Currently, NC CTP disseminates seven EBTs across North Carolina.

**Work Performed:**

- Oversee the day-to-day management of EBT learning collaboratives.
- 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 Coordinator to organize training facilities and caterers, managing training material development).
- 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, and assist with updating of learning collaborative content on program website.
- 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.
- Manage enrollment process, including tracking trainee and agency completion of training agreements and BAA's, checking licensure status, initiating tuition invoice creation, and tracking tuition payments.
- Coordinate and manage scheduling, agendas, and communications for collaborative conference calls.
- Other duties as needed to support program deliverables across models and teams.

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.

**Education/Training:** Bachelor's degree.

**Experience:** Experience with project management, event management, and training desired.

**Skills:** Organization, customer service, task tracking, excellent written and verbal communication skills, Microsoft Office suite (Word, PowerPoint, Excel).

**Physical Requirements:** occasional lifting of up to 20 lbs

**Salary:** \$44,000-\$48,000 depending on education and experience.

In addition, CCFH offers very competitive benefits. The benefits include an employer contribution to retirement (regardless of employee contribution); a significant coverage of the premium for the employee on health benefit(s) and a generous vacation/sick/holiday schedule.

**CCFH is committed to building a culturally diverse team. We strongly encourage candidates of color to apply.**

#### APPLICATION INFORMATION



Please email a letter of interest and resume to Kelly Knapp at [Kelly.Knapp@duke.edu](mailto:Kelly.Knapp@duke.edu). Applications will be reviewed on a rolling basis, and applicants are encouraged to apply as early as possible.