



<b>Job Title:</b>	Monitoring and Evaluation Specialist 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.

**Monitoring and Evaluation Specialist Responsibilities:**

Manage data and outcomes for EBT learning collaboratives.

- Manage continuous quality improvement (CQI) process including:
  - Managing trainee data (e.g., setting up data systems, tracking and compiling weekly trainee data for team review and discussion).
  - Overseeing weekly team review and discussion of agency and trainee performance.
  - Communicating trainee performance with agencies.



- Compiling and disseminating agency performance reports (metrics).
- Develop, administer, collect, and analyze results of learning session evaluation tools (e.g., Qualtrics) and agency organizational assessments.
- Present training data at learning sessions and program meetings.
- Provide trainee and agency data to Program Evaluator for preparation of reports to funders.
- Provide assistance to clinical trainees in meeting training requirements, as needed.
- Participate in CCFH wide meetings, committees, and work-groups, as needed to support Center priorities.

Develop Senior Leader Track for EBT learning collaboratives.

- Prepare and lead the Senior Leader track during learning sessions, including development of slides and materials, and leading Senior Leader sessions.
- Provide individual and/or group consultation to Senior Leaders via regular consultation calls.
- Guide Senior Leaders in developing and implementing organizational EBT implementation plans.
- Contribute to development of a cross-model Senior Leader track curriculum.
- Collaborate with clinical faculty to develop clinical tracking tools and resources related to training requirements.

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:** Master's degree.

**Experience:** Experience with project management, tracking, reporting, and presenting data, public speaking and facilitation, and training desired.

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

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



**Salary:** \$46,000 – \$51,000 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.