



<b>Job Title:</b>	ARCh Project Evaluator (50% FTE)
<b>CCFH Program:</b>	SAMHSA IECMH Advancing Resources for Children (ARCh) Project
<b>Location:</b>	Durham, NC; Hybrid with 2 days in-person per week, 3 days remote
<b>Position Type:</b>	Part-Time (20 hours per week), with possible option for Full-Time (40 hours per week)

**JOB DESCRIPTION**

**Reports to: ARCh Project Director**

**Program Description:**

*The Advancing Resources for Children (ARCh): Connecting NC’s Systems to Strengthen Infant and Early Childhood Mental Health Outcomes* 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.

**Occupational Summary:**

The Project Evaluator is responsible for the design, development and implementation of performance assessment, evaluation design, data collection, analyses, and reporting for the *ARCh* Project.

**Work Performed:**

- With Project Director, PI, and partners, coordinate and oversee the development of measures and metrics related to the performance assessment, design of evaluation strategies, collection and storage of relevant performance data, and development of analytic reports.
- Create evaluation plan and disparities impact statement in accordance with funder requirements.
- Support the ongoing collection and review of publicly available, external data regarding the target population for the project to inform decision making.
- Coordinate with Training Project Manager to support project partners and trainees in submitting required data.
- Collaborate with the Training Project Manager to manage data operations (cleaning, analysis, reporting).
- Work closely with the Project Director to complete tasks and plan needed actions to remediate any challenges.
- Facilitate regular team meetings to review data collection activities and outputs/outcomes.
- Produce reports on status of data collection and outcomes for SAMHSA and other key stakeholders. Prepare reports for relevant stakeholders to ensure continuous quality improvement.
- Participate in virtual grantee meetings, as required.
- 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 list 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:** Master's degree in related field.

**Experience:**

- Experience in research design, program evaluation, data management, data analysis, and dissemination of results.
- Experience conducting research and/or evaluation in complex settings with multiple sites of data collection.
- Experience with data collection, cleaning, and analysis, including the use of database and statistical software.

**Skills:**

- Knowledge of evaluation and research methods, quality improvement models, and implementation science.
- Strong verbal and written communication skills.
- Knowledge of early childhood and evidence-based practices and assessment measures strongly preferred.
- Familiarity with the NC early childhood service system strongly preferred.

**Travel Requirements:** Travel to local state and regional project-related meetings.

**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 \$55,000-65,000 full-time equivalent (i.e., \$27,500-\$32,500) 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 Vanessa Chalk, CCFH HR Manager, via email at [vanessa.chalk@duke.edu](mailto:vanessa.chalk@duke.edu) (subject line: ARCh Project Evaluator).

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