



Job Title:	ARCh ABC Training Support Specialist (50% FTE)
CCFH Program:	SAMHSA IECMH Advancing Resources for Children (ARCh) Project
Location:	Durham, NC {Remote}
Position Type:	Part-Time; Grant-funded through September 2026

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 ARCh ABC Training Support Specialist supports the *Center for Child & Family Health / ARCh Project Learning Collaboratives in Attachment & Bio-behavioral Catch-Up (ABC)* by providing 'In the Moment' or ITM fidelity coding and weekly supportive feedback sessions (ITM commenting supervision) to ABC trainees. As a member of the ABC Training Team, the ARCh ABC Training Support Specialist supports all aspects of learning collaborative implementation and assumes additional specific training duties as needed and assigned.

Work Performed:

- Maintains qualifications as an ABC-Infant and an ABC-Early Childhood ITM Supervisor, complying with all requirements set forth by the model developer (U of Delaware).
- Reviews Parent Coach trainees' ABC-Infant and ABC-Early Childhood session video tapes and codes for *in the moment* (ITM) feedback, with fidelity to model standards.
- Meets virtually with Parent Coach trainees at mutually agreed upon times and provides ITM supervision with fidelity to model standards.
- Tracks ITM data for enrolled coaches according to model protocol and provides required data to the University of Delaware, to the ARCh Project /ABC Training Team, and/or to trainee agencies.
- Prepares and submits ITM data summaries and reports in the format required and/or appropriate for the purpose of the recipient.
- Sets and follows a weekly work schedule that maximizes mutually convenient supervision sessions for all trainees so that supervisor availability is not a barrier to trainee progress. Proactively assesses and communicates to rest of training team availability in schedule when weekly ITM supervision ebbs because of trainee's schedules or individual discontinuation of training.
- Collaborates regularly with ABC Clinical Supervisors to share information as required or needed to individualize support for each enrolled trainee.
- Participates in ABC Training Team meetings and contributes to planning, implementation and continual quality improvement efforts for CCFH/ Arch Project ABC Learning Collaboratives.
- Fulfills additional ABC Training functions as assigned. Additional functions may include:
 - Develop training recruitment strategies and facilitate information-sharing to potential trainees
 - Prepare, lead and/or facilitate portions of ABC orientation, learning sessions 2 and 3, and agency or senior leader group calls
 - Conduct and/or score trainee interviews (pending required training by the University of Delaware)
- Participates in 'Supervision of Supervisors' offered by the University of Delaware



- 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:

- Experience and current or prior certification as an ABC Parent Coach preferred (minimum 1 year)
- Minimum 2 years full-time work experience in a human services, health, mental health, educational or early childhood setting with responsibilities relevant to this position, such as
 - Supporting infant and early childhood development
 - Supporting parents and parent/child relationships
 - Providing evidence-based interventions
 - Providing feedback, coaching and/or supervision to adult learners
- Training and experience as a qualified ABC ITM Supervisor (ABC-Infant and/or Early Childhood models) is preferred but not required; training/qualification will be required within 4 months of start for a candidate not previously credentialed.

Skills:

- Demonstrated understanding of child development and attachment theory
- Proven ability to work autonomously and in collaboration with a team
- Demonstrated flexibility, communication (written and verbal) and relational skills
- Technological skills sufficient to readily fulfill job description (includes Microsoft office platform, video review, confidential file management and transfer, video conferencing, data entry.)

Travel Requirements: This position will be entirely remote and there are no anticipated travel requirements.

Compensation:

Prorated salary based on a **\$50,000-55,000 full-time equivalency (i.e., \$25,000-\$32,500)**, based upon education and experience; fully dependent upon availability of funding.

This position is funded through an IECMH grant with SAMHSA as part of the ARCh Project. This is a **temporary** position with no guarantee of continuation after **September 2026**.

CCFH is committed to building a culturally diverse team. We strongly encourage minority candidates to apply.

APPLICATION INFORMATION

Please email resume, letter of interest, and references document (two professional **and** two personal) to **Ebony Sneed** via email at ebony.sneed@duke.edu (**subject line:** ARCh ABC Training Support Specialist).

For additional information on the Center for Child & Family Health, please see the CCFH website at www.ccfhnc.org