



Position Title	Data and Evaluation Manager
CCFH Program:	North Carolina Child Treatment Program (NC CTP)
Location:	Hybrid <u>2</u> days in office
Position Type:	Full Time
DESCRIPTION	
<p>Organizational Summary:</p> <p>Established in 1996, the Center for Child and Family Health (CCFH) is a community-based nonprofit organization and a partnership with three North Carolina Universities. 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 staff 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).</p> <p>The North Carolina Child Treatment Program (NC CTP) is a collaborative initiative within CCFH. NC CTP was established in 2006 and serves as a statewide platform for the implementation and support of evidence-based mental health treatments for child trauma traumatic stress. 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 EBTs across North Carolina. Currently, NC CTP disseminates seven EBTs across North Carolina.</p> <p>Overview of the position:</p> <p>The Data and Evaluation Manager is responsible for overseeing all aspects of NC CTP research initiatives, continuous quality improvement processes, and quality management systems within NC CTP. This role requires strong leadership skills, strategic thinking, and a deep understanding of research methodologies, CQI principles, and quality data management practices.</p> <p>Work Performed:</p> <p>Data and Research Management:</p> <ul style="list-style-type: none"> ▪ Develop and implement data collection and research strategies aligned with NC CTP goals and objectives. ▪ Lead data projects from conceptualization to completion, including design, data collection, analysis, and dissemination of findings. ▪ Be responsible for all internal, state level, and external data and reporting ▪ Design NC CTP Model Report Card and evaluate data for action. ▪ Ensure compliance with ethical standards, regulatory requirements, and best practices in research. ▪ Collaborate with the NC CTP Director and across teams to integrate research findings into decision-making processes. ▪ Stay abreast of emerging trends, technologies, and methodologies in relevant fields. ▪ Create reporting and data collection tools for assessing program trainees and the NC mental health workforce at county and state levels, including demographics and characteristics of clinical practice. 	

- Create reporting and data collection tools for aggregating and analyzing clinical treatment outcomes across models”

Continuous Quality Improvement (CQI):

- Design, implement, and monitor CQI initiatives aimed at enhancing NC CTP processes, services, and outcomes.
- Review and establish measurable quality improvement goals and metrics to assess performance and drive continuous improvement.
- Facilitate quality improvement activities program-wide and within model teams and topic specific committees to identify root causes of issues and implement corrective actions.
- Analyze data and trends to identify opportunities for improvement and make data-driven recommendations.
- Provide training and support to staff on CQI methodologies, tools, and techniques.
- Establish and document program-wide quality policies, procedures, and protocols.
- Conduct regular audits and assessments to evaluate the effectiveness and identify areas for improvement.
- Implement the most effective data collection tools/platforms and methodologies.
- Streamline data collection tools to maximize accessibility, effectiveness, and ease of use.
- Develop a methodology for sharing data across program teams to facilitate common improvement strategies.
- Conduct focus groups of trained clinicians and senior leaders to obtain feedback.
- Create data collection SOPs and conduct training and develop tutorial on how to access and utilize data for SOPs and best practices for data management.
- Evaluate other systems, such as Salesforce, for suitability and applicability.

Leadership and Collaboration:

As part of NC CTP Senior Management:

- Provide leadership, guidance, and mentorship to staff involved in research and CQI activities.
- Foster a culture of innovation, collaboration, and continuous improvement.
- Collaborate to align research and CQI efforts within NC CTP and CCFH organizational objectives.
- Communicate effectively with internal and external stakeholders to promote transparency and accountability.

The above statement describes 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.

Education/Training:

- Professional Degree Required: PhD (Psychology, Social Work, healthcare, public health/policy, or related field)
- Knowledge of direct service mental health work and trauma services a plus
- 1-5 years of experience in research management, continuous quality improvement, and quality management, preferably in a mental healthcare or related setting
- Strong analytical skills with the ability to interpret complex data and trends
- Excellent communication, presentation, and interpersonal skills
- Demonstrated leadership abilities with a track record of driving change and achieving results desired



- Knowledge of relevant regulations, standards, and best practices in research and quality management
- Proficiency in using software tools for data analysis, project management, and quality improvement (e.g., statistical software and platforms)

Experience and Skills:

- Program evaluation experience
- Data management, review and reporting experience
- Excellent communication skills, attention to detail, problem-solving, follow through, and organizational skills, with the ability to multi-task and work under/meet deadlines
- Detail-oriented and meticulous in all aspects of work
- Strong team leader with experience managing work groups and committees
- Capable of working independently
- Experience conducting clinical research studies

Physical Requirements:

- Extended sitting (up to 8 hours per day)
- Ability to work in different locations
- Ability to move or lift at least 50 pounds

Salary: Salary range is commensurate with experience, beginning at \$88,000. CCFH offers very competitive benefits and a hybrid work schedule. The benefits include an employer contribution to retirement (5% of salary-no employee contribution required); a significant coverage of the premium for the employee on health benefit(s) (85%) and a generous vacation/sick/holiday schedule.

CCFH is committed to building a culturally diverse team. We strongly encourage minority and bilingual (Spanish) candidates to apply.

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Please submit cover letter, resume, and reference document (2 professional; 2 personal references) in one pdf file to: Ebony Sneed at ebony.sneed@duke.edu with the **Subject Line: Data and Evaluation Manager**

For additional information about the Center for Child & Family Health, please see the CCFH website at www.ccfhnc.org, and for the NC Child Treatment Program please visit www.ncchildtreatmentprogram.org