



Job Title:	Evaluation Specialist for Evidence-Based Treatment (EBT) Training
CCFH Program:	North Carolina Child Treatment Program (NC CTP)
Location:	Hybrid
Position Type:	Full-Time

JOB DESCRIPTION

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).

Program Description

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. In 2024, the NC DCFW awarded additional funding for EBT dissemination across the state.

Evaluation Specialist Responsibilities:

Manage data and outcomes for EBT learning collaboratives.

- Manage continuous quality improvement (CQI) process including:
- Setting up data systems for each cohort of trainees.
- Tracking trainee submission of session and assessment data.
- Compiling weekly trainee data.
- Overseeing weekly team review and discussion of agency and trainee performance.
- Developing and disseminating agency performance reports (metrics).
- Communicating trainee performance with clinician trainees and their senior leaders.
- Develop, administer, collect, and analyze results of agency organizational readiness assessments.
- Present training data at learning sessions.
- Provide assistance to clinical trainees in meeting training requirements, as needed.

Evaluate program performance:

- Develop, administer, collect, and analyze results of learning session evaluation tools (e.g., Qualtrics).
- Present compiled results of evaluation tools to EBT team.
- Provide trainee and agency data to the Data Evaluation and CQI Advisor for program evaluation dashboard, as well as reports to funders.

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:

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

Salary: Starting at **\$58,000- \$62,000** depending on education and experience. This position is contingent upon continued funding.

In addition, CCFH offers very competitive benefits which includes an employer contribution to retirement (5%); 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.

The above statements describe the general nature and level of work 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.

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; **Subject line Evaluation Specialist.** *Applications will be reviewed on a rolling basis, and applicants are encouraged to apply as early as possible.*

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