



Job Title:	Training and 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.

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.

Work Performed:

- Develop and maintain a project management system (e.g., schedules, task lists).
- Collaborate with Outreach and Recruitment Manager to develop model specific recruitment plan, to include:
 - Identifying target areas and agencies for recruitment,
 - Creating marketing materials and handouts for learning collaboratives,
 - Developing training opportunity content for program website.
- Oversee the application process for learning collaboratives including:
 - Distributing announcement of new applications,
 - Answering clinician inquiries,
 - Collecting applications and verifying completeness,
 - Compiling and disseminating applications for faculty and staff review,
 - Managing internal review process,
 - Notifying applicants of acceptance.
- Manage enrollment process, including:
 - Developing participation agreements,
 - Tracking trainee and agency completion of training agreements and BAA’s,
 - Checking licensure status,
 - Initiating tuition invoice creation,
 - Tracking tuition payments.
- Manage scheduling and communications for collaborative conference calls.
- Coordinate all aspects of in-person and/or virtual training, including:
 - Communicating with collaborative leadership team and participants,
 - Setting up and managing Zoom training sessions,



- Coordinating with Program Coordinator to organize training facilities and caterers,
- Managing training material development, printing, and shipping,
- Coordinating with Program Coordinator to order and ship training supplies.
- Track extended consultation for learning collaborative participants for contracting and invoicing of consultation hours.
- 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.
 - 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 CQI Data and Monitoring Manager for program evaluation dashboard, as well as reports to funders.

Education/Training: Master's degree preferred.

Experience: Experience with project management, event management, and training desired.

Skills: Organization, customer service, task tracking, excellent written and verbal communication skills, 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 **\$57,000- \$61,000** 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.

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

