



Job Title	Evaluation and Research Specialist for Evidence-Based Treatment (EBT) Training
CCFH Program	North Carolina Child Treatment Program (NC CTP)
Location	Hybrid {2 days in Durham office}
Position Type	Full-Time

JOB DESCRIPTION

Organizational Summary:

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.

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. Currently, NC CTP disseminates seven EBTs across North Carolina

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.

Evaluation of 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.

Research Specialist responsibilities:

- Provide support to assigned research activities.
- Aggregate data from multiple databases and tracking spreadsheets.

- Perform regular quality control checks on data collected.
- Descriptive analysis of data.
- Plan research team meetings.
- Prepare research materials.
- Attend regular meetings and updates with the PI and NC CTP team to report progress and troubleshoot potential issues.
- Submit results for conference presentations and scholarly publications.

Education/Training: Master's degree preferred

Experience: Project management, tracking, reporting, and presenting data, public speaking and facilitation, and training experience desired. Program evaluation, research, and primary data collection experience a plus. Knowledge of direct service mental health work and trauma services a plus.

Skills:

- Data management and reporting
- Strong analytical skills with the ability to interpret complex data and trends
- Excellent communication, presentation, and interpersonal skills
- Ability to manage competing demands and work independently without close oversight
- Detail-oriented and meticulous in all aspects of work
- Proficiency in using software for data analysis, project management, and quality improvement (e.g., SPSS)
- 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) 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 (at least **3** professional references) in **one pdf file** to: **Ebony Sneed** at ebony.sneed@duke.edu; **Subject line:** Evaluation and Research Specialist

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

