



<b>Job Title:</b>	<b>Training Specialist for Evidence-Based Treatment (EBT) Training</b>
<b>CCFH Program:</b>	North Carolina Child Treatment Program (NC CTP)
<b>Location:</b>	Hybrid
<b>Position Type:</b>	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.

**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.
- Other duties as needed to support program deliverables across models and teams.

**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.**

*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 (3 professional references) in one pdf file to:** Ebony Sneed at [ebony.sneed@duke.edu](mailto:ebony.sneed@duke.edu) **Subject line Training 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](http://www.ccfhnc.org), and for the NC Child Treatment Program please visit [www.ncchildtreatmentprogram.org](http://www.ncchildtreatmentprogram.org)