



Position Title	Research Assistant
CCFH Program:	North Carolina Child Treatment Program (NC CTP)
Location:	Hybrid
Position Type:	Part-time (50% FTE)

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:

The primary purpose of this position is to provide research support to the NC CTP Trauma-Focused Cognitive Behavioral Therapy (TF-CBT) team. Work will be a collaborative effort with the Medical University of South Carolina (MUSC) to aggregate and analyze data related to TF-CBT.

Primary Job Duties:

- Provide support to assigned research activities
- Data aggregation from different databases and tracking spreadsheets
- Regular quality control checks on data collected
- Descriptive analysis of data
- Planning research team meetings
- Preparation of research materials
- 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

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 and Training

- Professional Degree Required: BA (Public Health, Psychology, Social Work, Healthcare, Public Policy, or related field)

Experience and Skills

- Knowledge of direct service mental health work and trauma services a plus
- Experience in a research project and data collection a plus.
- Strong analytical skills with the ability to interpret complex data and trends
- Excellent communication, presentation, and interpersonal skills
- Proficiency in using software for data analysis, project management, and quality improvement (e.g., SPSS)
- Program evaluation experience a plus
- Data management, review and reporting experience
- Detail-oriented and meticulous in all aspects of work
- Ability to manage competing demands and work independently without close oversight.
- Exceptional organizational skills

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 \$50,000 full-time equivalency (e.g. beginning at \$25,000 for 50% FTE).**

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 **Subject line: Research Assistant**

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