



## **Job Opportunity: Project Coordinator Training Center in the National Child Traumatic Stress Network**

Child HELP Partnership (CHP) at St. John's University is seeking a Project Coordinator for a national dissemination and training initiative.

### **What is the National Child HELP Partnership?**

The National Child HELP Partnership (NCHP) is a Category II Center of the National Child Traumatic Stress Network ([www.nctsn.org](http://www.nctsn.org)). The NCHP is training 18 communities nationwide on an effective model of integrated school-family-mental health services and interventions for children and their parents/caregivers exposed to disaster, sexual abuse, family violence, COVID-19, traumatic deaths, and immigration and race-based trauma. Each site includes mental health clinic(s), school(s), and/or community advocacy center(s). Center goals are (1) to increase collaboration in local, state, and national school-family-mental health partnerships, (2) to increase the size of the trauma-trained workforce that can identify traumatized children, assess their level of need, and provide interventions that prevent and treat trauma-related mental disorders, (3) to increase the number of children who receive trauma-specific services and evidence-based interventions, and (4) to decrease children's PTSD and other trauma symptoms. The NCHP Center is overseen by a team of psychologists at Child HELP Partnership (CHP) in Queens, NY including Drs. Elissa Brown, Robin Goodman, Imad Zaheer, and Andrea Bergman.

### **Why is the NCHP Important?**

Nearly 2/3rds of children in the U.S. experience trauma prior to age 18. COVID-19 has escalated these numbers, particularly for low-income families of color. Despite the need, less than 20% of traumatized children receive evidence-based interventions (EBIs; NCTSN, 2017). With effective education, parents can learn to identify trauma and access care. With effective training on EBIs for trauma, providers can prevent trauma-related disorders, and/or effectively reduce the mental health impact of trauma (Scheidell et al., 2018).

### **What will the sites be trained on?**

NCHP sites will learn the Interconnected Systems Framework, a model for bringing together schools, mental health clinics, community leaders, and families for a trauma team that is responsible for providing trauma-informed care for children. NCHP sites will learn to provide Trauma 101, Engaging Trauma Survivors, Assessment of Trauma Survivors, Skills for Psychological Recovery, Trauma-Focused Cognitive-Behavioral Therapy, and Alternatives for Families: A Cognitive-Behavioral Therapy.

### **What does the project coordinator do? Why is this role important?**

The project coordinator is critical to the success of the project. They are responsible for day-to-day coordination of all aspects of the project: administrative, outreach, training, and program evaluation. They monitor training in and delivery of all services and interventions at all sites.

### ***Administrative***

- Meet regularly with NCHP leadership on needs assessment, development of services and interventions, oversight of training and delivery of services, review of sites' progress, feedback from consultants and NCTSN experts, and data collection



- Meet regularly with sites (coordinators and directors) and NCHP coaches
- Ensure onboarding of trauma team members and site trainees
- Create and submit necessary paperwork for site member and consultant payments
- Meet regularly with site coordinators
- Draft reports for the Substance Abuse and Mental Health Services Administration
- Complete the SAMHSA Indicators spreadsheet every quarter

### ***Outreach***

- Help existing sites recruit trauma team members, other trainees, and families who need services and interventions
- Track all outreach efforts

### ***Training***

- Schedule and coordinate trainings, including data collection of knowledge, satisfaction, and fidelity
- Inform trauma team members and trainees of all steps needed for relevant trainings

### ***Program Evaluation***

- Ensure completion of needs assessment (SWOT) interviews at each site
- Track trauma team and trainees' completion of trainings and intervention delivery
- Ensure that trauma team members and trainees complete measures through Qualtrics before and after each step of each training
- Work with site coordinators to ensure that clinicians administer pre/mid/post assessments with families
- Complete applications to the Institutional Review Board and coordinate Institutional Review Board submissions across sites
- Assist with data collection and management, including building online data collection via Qualtrics, writing SPSS syntax, and data entry and cleaning
- Assist with data analysis for grant reports
- Assist with conference presentations and manuscripts

***The Project Coordinator works closely with CHP leadership and staff in a supportive environment.***

***This is a great opportunity to:***

- Create relationships with school/mental health professionals across the country
- Gain experience in dissemination and training research, essential for those interested in pursuing related graduate programs
- Learn how evidence-based practices are modified to fit in different communities, schools, and families
- Receive guidance from doctoral students about applying to graduate school

***We expect that the coordinator will remain in the position for two years given the time spent on training of new staff. Work hours are Monday-Friday, 10am-6pm in person.***

***Required skills/experience:***



- B.A./B.S. or M.A./M.S. in psychology, social work, or related healthcare field
- Significant experience in a research lab in related healthcare field
- Knowledge of statistical packages, including SPSS or R
- *Bilingual English/Spanish preferred*
- *Experience with children in a professional setting preferred*

**If interested, please email your resume and cover letter to Dr. Elissa Brown ([browne@stjohns.edu](mailto:browne@stjohns.edu)).**

Child HELP Partnership (CHP) is designed to protect and heal children and caregivers from trauma and its emotional impact. Founded in 2001, CHP is nationally recognized as a leading source for evidence-based mental health treatment and prevention of childhood trauma. The CHP team delivers free therapy in our clinic and online for children and their parents. In addition, CHP offers educational trainings to parents, other adults caring for children, and mental health professionals. Parents and caregivers are empowered with strategies to prevent trauma. Clinicians across the country are empowered with scientifically-sound therapies that mitigate the impact of trauma.