



## **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.

CHP at St. John's University was recently awarded a Treatment and Services Adaptation Center (Category II) grant by the Substance Abuse and Mental Health Services Administration (SAMHSA) to join the National Child Traumatic Stress Network ([www.nctsn.org](http://www.nctsn.org)). The National CHP Center is training and supporting the delivery of evidence-based, culturally adapted trauma interventions for children exposed to disaster, sexual abuse, family violence, race-based trauma, COVID-19, and traumatic deaths. Through this project, major stakeholders in children's mental health—school personnel, parents, and mental health providers—are working in partnership to create a continuum-of-care at 18 sites nationwide. The sites will be trained in CHP's services (workshops on trauma and engagement) and interventions (Skills for Psychological Recovery, Trauma-Focused Cognitive-Behavioral Therapy, Alternatives for Families: A Cognitive-Behavioral Therapy).

The National CHP Center is overseen by a team of psychologists including Drs. Elissa Brown (trauma, interventions, outcomes research), Robin Goodman (grief, interventions, public education), Imad Zaheer (school-based mental health, dissemination and implementation), and Andrea Bergman (qualitative methods, emerging adulthood). The Project Coordinator reports to Dr. Brown and works with the rest of the leadership team.

The Project Coordinator is responsible for day-to-day coordination of the following training, administrative, and program evaluation tasks:

### ***Training***

- Assist the leadership team in the development of trainings on CHP services and interventions
- Schedule and coordinate trainings
- Train and consult with partner sites on evidence-based engagement and assessment techniques

### ***Program Evaluation***

- Assist leadership with development of assessment tools for each training
- 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
- Train and supervise graduate and undergraduate students on data management in Qualtrics and SPSS, psychological assessments, and other lab protocols
- Assist with data analysis for grant reports
- Assist with conference presentations and manuscripts



### ***Clinical***

- Administer standardized assessment measures to caregivers and children (ages 4-17) who have experienced interpersonal trauma
- Conduct risk assessments as needed for self-harm, psychotic symptoms, and child maltreatment
- Provide psychoeducation on trauma symptoms and trauma-specific interventions

### ***Administrative***

- Draft reports for the Substance Abuse and Mental Health Services Administration
- Conduct literature reviews on psychological measures to help supervisors determine appropriate protocol changes
- Maintain supplies

***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

***This position will begin July 2022 and requires a two-year commitment due to the time spent on training of new staff. Work hours are Monday-Friday, 10am-6pm.***

### ***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 strongly preferred*
- *Experience with children in a professional setting preferred*

**If interested, please email your resume and cover letter Dr. Elissa Brown ([browne@stjohns.edu](mailto:browne@stjohns.edu)) and Sophia Miller ([millers3@stjohns.edu](mailto:millers3@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.