



Example of Advocacy Manager Job Description

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Our innovative and growing company is hiring for an advocacy manager. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for advocacy manager

- Lead the strategy and execution of virtual and in-person Client Advisory Board (CAB) meetings, working closely with Product Management and other teams to develop and deliver compelling and engaging content
- Leveraging an understanding of our clients and industry best practices to explore and implement opportunities to create a client advocacy and/or referral program
- Be an overall advocate and champion of our clients
- Will be primary provider of treatment services for assigned maltreatment and prevention cases, coordinating services for families and monitoring client participation and progress utilizing the modalities of social casework, psychotherapy, and psycho-educational interventions
- Complete psychosocial assessments IAW FAP Standards M-11, or P-11 using FASOR or FAPNet software to complete assessment documentation
- Assess for safety and continuously assist families with safety planning
- Meet with each military (Active Duty) "offender" who has "met criteria" at least once a month and document all follow-up actions in FAPNET database. The FATM will also meet with each adult "victim(s)" of met criteria cases and document all findings using FASOR software
- Present the findings from the family assessment, the Central Registry Board (CRB) determination and recommendations for treatment to the Clinical Case Staffing (CCS)
- Coordinate with prevention staff regarding referrals to educational services as part of the intervention plan. Prevention services can be recommended but are not mandated

Qualifications for advocacy manager

- Collaborate with other project teams to review internal customer and partner facing guidance
- Lead broad communications across the sales and delivery teams focused on specific solutions
- 2 years management experience in a quality, compliance, audit, or risk steward capacity for an operations or systems area and 5 years of operations or systems experience in a quality, compliance, or risk steward capacity
- Strong use of Excel and other Reporting tools to present reports and dashboards
- Bachelor's Degree or Risk Management certification
- Strong knowledge of the Enterprise Complaints Management Program, including tracking, research, and resolution guidelines