



**THE UNIVERSITY of TEXAS**  
**HEALTH SCIENCE CENTER**  
**at HOUSTON**

	<b>DATE REVISED</b> March 2, 2004
<b>JOB TITLE</b> Quality Assurance and Breastfeeding Coordinator	<b>JOB CODE</b> 2811
<b>FLSA STATUS</b> Exempt	<b>UNIT/DEPARTMENT</b> Medical School / Pediatrics WIC Program
<b>REPORTS TO:</b> Nutritionist III	<b>SUPERVISES:</b> Support Assistant(s)

**POSITION SUMMARY:**

Coordinates and performs quality assurance self-audits at all WIC clinic locations and prepares reports. Coordinates all activities and training related to breastfeeding promotion.

**POSITION KEY ACCOUNTABILITIES:**

1. Performs quality assurance (QA) chart reviews and staff observations. Prepares reports on each clinic location to ensure policy and procedures are followed. Results are reviewed with Clinic Manager.
2. Develops and conducts staff training based on results of QA self-audit.
3. Trains, supervises, and coordinates peer counselors for the breastfeeding peer counselor program.
4. Coordinates services of contracting lactation consultant with peer counselors and WIC clients.
5. Coordinates all breastfeeding promotion-related activities, such as the ordering of breast pumps and other breastfeeding support supplies for all meetings.
6. Gathers materials for and trains class teachers to present WIC breastfeeding classes.
7. Coordinates community outreach activities, such as health fairs, presentations to school parent meetings, teens, health care professionals, Medicaid offices, radio/TV interviews, and non-profit agencies.
8. Other duties as assigned

**CERTIFICATIONS/SKILLS:**

Registered Dietitian

**MINIMUM EDUCATION:**

Bachelor's degree in xxxxxxxxx

**MINIMUM EXPERIENCE:**

Three years of related experience

**PHYSICAL REQUIREMENTS:**

Exerts up to 50 pounds of force occasionally and/or up to 20 pounds frequently and/or up to 10 pounds constantly to move objects.

**SECURITY SENSITIVE:** This job class may contain positions that are security sensitive and thereby subject to the provisions of *Texas Education Code § 51.215*