



**Alabama Women, Infants, and Children (WIC) Program
Registered Dietitian Assistant Administrator (RDAA)
Quality Assurance (QA) and Efficiency Coordinator**



Job Summary

The Quality Assurance (QA) and Efficiency Coordinator is a State WIC Office position that oversees the audit processes for the Alabama WIC Program and provides guidance to clinic staff regarding audit findings and training opportunities. This position also assists with WIC Nutrition Services activities such as participating in outreach efforts and the Food Package Committee as well as updating the Alabama WIC Provider Guidance manual.

Job Details

- Full Time
- Location – Montgomery, AL and other available locations
- Salary Range – \$55,375.20-\$93,096.00

Education and Experience

- B.S. degree in Nutrition, Foods and Nutrition, Dietetics, or Community Nutrition from an accredited college or university and three (3) years of professional nutrition experience OR M.S. degree in Nutrition, Foods and Nutrition, Dietetics, or Community Nutrition from an accredited college or university and two (2) years of professional nutrition experience (required)
- Registered Dietitian (required)
- Licensed in the state of Alabama, or eligible for licensure (required)
- Experience with Microsoft applications such as Word, Microsoft Excel, etc. (required)
- WIC experience (preferred)
- Must be able to travel in and out of state to attend required meetings and conferences (required)
- Experience with managing multiple projects (required)

Job Responsibilities

- Audits and reviews WIC clinic operations via site visits and reports to ensure that operations are in accordance with policies and procedures to meet federal regulations
- Assists staff with responding to audits and ensure proper follow-up with deficiencies identified
- Assists with updating applicable documents and training procedures in order to improve audit outcomes and strengthen policy and procedures
- Provides guidance on WIC policies and procedures as determined by exceptions identified in audits/reviews to prevent future recurrences of audit exceptions
- Assists with special projects such as the WIC approved Food List, the Nutritional Risk Criteria Manual, and providing training for new and current employees
- Completes and interprets reports regarding staffing and caseload
- Communicates with state, district, and clinic staff and other agencies to include dissemination of information regarding the WIC policies and procedures
- Responds to emergency and disaster assignments when called to duty

To Apply:

- Go to <https://www.personnel.alabama.gov/Jobs>
- Enter “40667” in the “Filter by Job Title, Class, or Keyword” search box
- Click “apply online”
- Follow directions to set up an Online Employment System (OES) account, or login to an existing OES account
- Complete & submit online application

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