

DATA AND OUTREACH COORDINATOR



Job Code	Pending HR Review	Department	19 - EMS
Reports To	Training Manager	FLSA Status	Pending HR Review
Pay Grade	Pending HR Review	Supervisory Role	No formal personnel supervision
Effective Date	Pending HR Review	Revision Date	August 2026
Approved By	Pending HR Review	Document Status	Draft - HR Review

Position Summary

Supports EMS data quality, patient-care documentation review, quality-improvement administration, community outreach, public education, and approved departmental projects. The position maintains Paramedic credentials and may perform temporary field assignments when operationally necessary, but access to health information, correction of records, public communications, mandated reporting, and clinical activity remain limited to approved procedures and delegated authority.

Essential Functions

- Reviews ePCR and associated EMS data for completeness, timeliness, accuracy, validity, and compliance with approved documentation and Georgia reporting requirements.
- Identifies incomplete or failed records and validation errors, communicates deficiencies to the responsible clinician, and corrects or resubmits only those administrative or data elements the position is authorized to modify while preserving clinician authorship and audit history.
- Compares dispatch, ePCR, and GEMSIS information, documents discrepancies and corrective actions, and escalates recurring, material, clinical, billing, privacy, or integrity concerns to the appropriate authority.
- Creates routine reports, metrics, spreadsheets, and data summaries for approved quality-improvement and operational purposes; uses de-identified or minimum-necessary information when patient identity is not required.
- Maintains role-based access to GEMSIS, ePCR, analytics, and other systems and protects patient information, personnel information, credentials, exports, and portable data under County privacy and security requirements.
- Coordinates or supports approved community-outreach, recruitment, health-fair, school, public-education, standby, and special-event activities, including schedules, logistics, materials, and records.
- Drafts informational and educational content for review and approval; does not independently issue official policy, legal or medical advice, emergency warnings, media statements, or County commitments unless formally designated.
- Provides administrative support for mandated-reporting workflows but does not independently decide whether a legal reporting duty exists when the determination is disputed or outside established procedure.
- When assigned to field duty, provides Paramedic-level patient care and operates vehicles and equipment within current licensure, medical direction, approved clinical guidelines, driver authorization, and departmental procedures.

Additional Responsibilities

- Maintains assigned records for outreach, reporting, quality-improvement, special events, and projects under approved retention and access rules.
- Completes required incident-command, emergency-management, continuing-education, and competency training.
- Performs other related duties consistent with the position's purpose, classification, professional licensure, delegated authority, and applicable wage-and-hour rules.

Supervisory Responsibilities

This position has no formal personnel-management responsibilities. It may coordinate employees, volunteers, students, or resources for approved projects and events and may provide clinical direction when responsible for patient care, but it does not independently hire, discipline, evaluate, or approve leave or overtime.

Knowledge, Skills, and Abilities

- Knowledge of EMS documentation, GEMSIS reporting, ePCR systems, data validation, record integrity, quality-improvement concepts, confidentiality, and role-based access controls.
- Knowledge of community outreach, public education, event coordination, recordkeeping, spreadsheets, presentations, and professional communications.
- Ability to identify discrepancies across data sources, document corrections, preserve audit trails, and distinguish administrative corrections from changes requiring the responsible clinician or authorized reviewer.
- Ability to create accurate routine reports and communicate trends without presenting preliminary findings as clinical, disciplinary, legal, or audit conclusions.
- Ability to protect patient and personnel information and apply minimum-necessary access and disclosure practices.
- Ability to perform Paramedic-level care and emergency-vehicle operations when assigned and currently qualified.

Minimum Qualifications

Education

High school diploma or recognized equivalent and successful completion of an approved Paramedic education program.

Experience

Previous EMS experience is required. The source provides no numerical minimum; Department and HR validation are required.

Equivalent Combination

An equivalent combination of education, training, and experience that provides the required knowledge and abilities may be considered, subject to Human Resource Services review; however, required professional licenses and certifications may not be substituted.

Preferred Qualifications

- Experience with ePCR documentation, EMS quality improvement, data entry, records management, outreach, public relations, education, or administrative support.

- Experience with GEMSIS, spreadsheets, data analysis, or similar electronic systems.

Required Licenses and Certifications

Credential	Required By	Maintenance Requirement
Georgia Paramedic license	At appointment	Maintain current, unrestricted status and comply with applicable Georgia EMS requirements.
BLS/CPR certification recognized by the Department	At appointment	Maintain current status.
Advanced Cardiac Life Support certification recognized by the Department	At appointment	Maintain current status.
Valid driver's license	Before operating a County vehicle	Maintain a valid license and satisfy County driver requirements.
FEMA incident-command courses required by the Department, including IS-100, IS-200, IS-700, and IS-800 or successor courses	Within the Department-approved period	Maintain completion records. The completion deadline requires Department validation.

Work Schedule and Availability

Primarily an administrative and outreach schedule with community events, training, emergency operations, and temporary field assignments that may require evenings, weekends, holidays, extended hours, or call-back. FLSA status is pending HR review; unless and until a lawful exemption is established, all working time should be recorded and compensated.

Physical and Environmental Requirements

The following demands relate to the essential functions and may be performed with or without reasonable accommodation.

Requirement	Frequency	Job-Related Context
Sit and use computers, spreadsheets, and electronic records	Frequently	Review records, analyze data, prepare reports, and coordinate projects.
Stand and walk at offices, stations, community events, and incident locations	Frequently	Coordinate outreach, inspect logistics, and perform assigned EMS support.
Bend, stoop, kneel, crouch, reach, push, pull, lift, carry, and move patients or equipment	Occasionally in routine duties; potentially frequent during field assignment	Perform outreach setup and Paramedic field duties using available personnel and patient-handling equipment. Department must validate numerical lifting requirements.
Operate an ambulance or assigned County vehicle	Occasionally, when field or outreach duty is assigned	Travel and respond after required authorization and training.
Read detailed electronic records and monitoring equipment; hear and exchange routine and emergency communications	Frequently	Validate data, communicate with employees and the public, and provide patient care, with or without reasonable accommodation.

Work Environment

Work occurs in offices, EMS stations, community venues, ambulances, healthcare facilities, roadways, and incident scenes. Field assignments may involve weather, traffic, noise, unstable terrain, violence, bodily fluids, infectious disease, chemicals, moving equipment, and other EMS hazards. Exposure depends on actual field assignment and must be managed through training, protective equipment, and approved procedures.

Disclaimer

Effingham County will provide reasonable accommodations to qualified individuals with disabilities to enable performance of the essential functions of the position, consistent with applicable law. This job description summarizes the position's primary duties and requirements. It is not an exhaustive list of every task, responsibility, or qualification. Duties may be modified or assigned based on operational needs, subject to applicable law and County policy.

Employment Relationship

This job description is intended to describe the general nature and level of work performed by the employee assigned to this position. It is not an employment contract and does not create a guarantee of employment for any specific duration. Employment with Effingham County is at will and may be terminated by either the employee or the County at any time, with or without cause or notice, subject to applicable federal or state law, County ordinances, personnel policies, and any other legally binding employment protections.

Employee Acknowledgment

I acknowledge that I have received and reviewed this job description. My signature confirms receipt and understanding of the document and does not create an employment contract or alter the at-will employment relationship.

Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____