

POSITION TITLE:	Mechanic – fiXit Social Enterprise (Casual)
AWARD CLASSIFICATION:	Vehicle Repair Services and Retail Award 2020 RS&R Level II R7
PROGRAM/DEPARTMENT:	fiXit
LOCATION:	1/668 Somerville Road, Sunshine West with some travel to 27 Station Road Dandenong as required
DATE APPROVED:	1 November 2021
APPROVED BY:	General Manager Living, Learning and Earning

Concern Australia is a grassroots welfare organization that emerged out of the work of Rev Dr John Smith who also nurtured the growth of the God’s Squad Christian Motorcycle Club in the 1970s. Today we work with young people and children aged 5 – 25 years, creating opportunities for them live, learn and earn better and create the space for them to live life to the full.

Mission: Concern Australia works in partnership with young people and children, creating opportunities for them to enjoy full and meaningful lives.

Vision: An Australia where young people and children have HOPE for a successful and positive life.

Values: Faith ♦ Integrity ♦ Respect ♦ Belonging

Our work focusses on the innovation, development and service delivery in the areas of Living Learning and Earning; Housing & Homelessness; and Youth Justice. Each year we connect with 30,000 vulnerable young people across Australia through the following activities:

Living Learning and Earning

- Values for Life – seminars and workshops within primary and secondary schools to 25,000 students, parents and teachers across Australia.
- Hand Brake Turn – pre vocational automotive training to 80 young people per year across 2 locations.
- fiXit automotive – a social enterprise born out of Hand Brake Turn that offers detailing, servicing and repair of vehicles while providing employment to young people.
- Jobs Advocates – supporting and linking people to employment or educational services and programs to support Victorians into work.

Housing and Homelessness

- Inside Out – the provision of Out-Of-Home-Care and Targeted Care Packages (TCPs) in partnership with the Victorian Government’s Department of Families Fairness and Housing through the Enhanced Lead Tenant/Live In Mentor Program offered to young people living in 14 properties across metropolitan Melbourne.
- STEPS Outreach Service – support for young people, children and their families with long term relational and practical support, including advocacy, referral and material aid.

Youth Justice

- Referrals to all programs and ongoing relationship.

ORGANISATIONAL RELATIONSHIP

REPORTS TO:	Social Enterprise Coordinator
SUPERVISES:	N/A
INTERNAL LIAISONS:	Concern Australia Executives, Program Managers, Staff & Volunteers
EXTERNAL LIAISONS:	Volunteers, clients & government

POSITION OBJECTIVES

- Assist with on the job training and employment opportunities for young people that enables access to automotive experience and life skills training.
- Service and repair vehicles in a timely manner.
- Participate in the collection, sale or scrapping of donated vehicles.
- Facilitate the development of confidence and self-esteem in the lives of young people.
- Minimise the risk of young people becoming involved or entrenched in the Youth Justice system and/or reoffending.
- Provide backup for Hand Brake Turn trainers when required.

KEY RESPONSIBILITY AND DUTIES

1. Service and Repairs of Vehicles

- Repair and service all vehicles as assigned by Social Enterprise Coordinator fiXit.
- Ensure vehicles are serviced in a timely manner.
- Complete all paperwork and computer entry in relation to quotations for any sales, service and repairs.
- Assist with the flipping of donated vehicles for sale and or scrapping.
- Order parts and materials a required documenting all transactions required for business operations.

2. fiXit – Social Enterprise

- Customer Service, promotion and marketing of fiXit is of a high standard.
- Provide a service to the local community through responding to the donation of vehicles in a timely manner and ensure all aspects of donation recognition are undertaken.
- Provide a service to the local community through the provision of Handbook Servicing.
- Supervise the servicing and repair of cars to a high standard.
- Keep professional records of repairs including quotes and invoices for customers.
- Oversee the resale of donated vehicles.

3. Occupational Health and Safety

- Risk assessments are completed for the site on a regular basis.
- Risk assessments are completed for each teaching module.
- Action is taken to Avoid, Reduce and Control Risks.
- Risks are reassessed to make sure that controls are accepted as part of work practice.
- All aspects of First Aid are maintained, and safety is a priority.
- Location representative on Concern Australia Health and Safety Committee.

4. Training Delivery support

- Provide backup training and support to Hand Brake Turn pre accredited training program if required.
- Deliver training modules according to training and assessment requirements;
- Keep records of training outcomes; and
- Continually assess state of tools, machinery and equipment used for Automotive Training Delivery. Log required maintenance

Other:

- Assist in the (re-) construction of project vehicles suitable for community donation; and
- Plan, prepare and facilitate site visits and recreational activities.
- Travel and work between Dandenong and Braybrook sites required.

Duties beyond the scope of this position description but in line with an incumbent's skills, competencies, and training, may present from time to time. Reasonable requests for such duties to be discussed and agreed with line manager and executed accordingly.

QUALIFICATIONS, SKILLS AND EXPERIENCE
Qualifications and/or Experience

- Automotive industry, qualified mechanic or other related qualification, including 3rd or 4th year apprentices. **Alternatively, substantial and demonstrable experience in fixing cars.**

Knowledge and Experience

- Supervision, training and coaching experience, including working with young people in a mentoring role.
- Understanding of, and commitment to quality service standards and certifications.
- Knowledge and/or understanding on how to work with vulnerable persons, including disadvantaged young people.
- Experience to proactively address conflicts in a collaborative and constructive manner.

Skills and Abilities

- Sound presentation skills, including an ability to facilitate group discussions and activities with demonstrated experience in working with young people.
- Ability to relate to young people who may come from socially disadvantaged backgrounds.
- Intermediate computer skills, including the use of Microsoft Outlook, MS Word, Excel and database entry.

SECURITY CHECKS, LICENCES AND OTHER INHERENT REQUIREMENTS

- Satisfactory National Police Check and International Police Check (International Police Check if applicable).
- Valid Working with Children Check or relevant Victorian Teaching Registration.
- Current Victorian Driver's Licence.
- Some after-hours work may be required.

INHERENT PHYSICAL REQUIREMENTS

Concern Australia has a duty of care to all workers. The purpose of this section is to ensure that you fully understand and are able to perform the inherent requirements of the role (with reasonable adjustments if required) and that you are not placed in an environment or given tasks that would result in risks to your safety or others. The role may require the following tasks among other things:

Occasional sitting: computer work, data entry
Occasional standing: filling, photocopying & scanning
Regular bending, reaching and holding
Regular walking, climbing stairs
Manual handling: regular lifting & pulling
Regular work in isolation

Occasional driving
Occasional exposure to noise
Occasional working at heights

KEY SELECTION CRITERIA
Essential:

- Demonstrated commitment and personal desire to adhere to Concern Australia’s Mission, Vision, Values and Goals.
- Automotive industry, qualified mechanic or substantial automotive experience.
- Business and commercial skills to market, develop and grow a small business.
- Sound presentation skills, including an ability to facilitate group discussions and activities with demonstrated experience in working with young people.
- Ability to relate to young people who may come from socially disadvantaged backgrounds.
- Intermediate computer skills, including the use of Microsoft Outlook, MS Word, Excel and database entry.
- Willingness to obtain a valid Working with Children Check, satisfactory National Police Check (or International where required) as it relates to the Social Enterprise Coordinator position.
- Willingness to obtain Certificate IV in Training and Assessment qualification.
- Current Victorian Driver’s Licence.

Desirable:

- Life experience, or experience in running a small business.
- Qualifications in Youth Work, Social Work or Community Development.
- Certificate IV in Training and Assessment.
- Relevant experience in a Community/Not for Profit sector, including working with vulnerable persons.
- First Aid Certificate.
- Experience working with various digital platforms, including social media.

CHILD SAFETY COMMITMENT

Concern Australia is committed to providing child safe and protected environments in all its activities and programs and has a zero-tolerance approach to child abuse or exploitations. Contact and working with children is a critical responsibility. Children have the right to be safe and protected. All employees are required to have a valid Working with Children Check, National Police Check and International Police Check (International Police Check where applicable).

Supervisor Name: _____

Signed: _____ **Date:** _____

Employee Name: _____

Signed: _____ **Date:** _____