

## fiXit Mechanic

Concern Australia works in partnership with young people and their families to create positive opportunities and hopeful futures. Our programs provide education, employment, housing, youth justice and homelessness services. We focus on innovative and empowering pathways which build on young people's talents and resilience and support them to reach their goals.

fiXit is Concern Australia's automotive social enterprise which repurposes donated cars and delivers automotive workshops in schools and the wider community. Through this, fiXit provides entry-level employment for young people as a pathway to sustainable employment.

### Primary Job Purpose

The fiXit Mechanic supports the fiXit team in providing quality and trustworthy automotive advice and guidance through the assessment/sale of vehicles, mentoring of junior staff, care of customers and delivery of basic automotive education.

As a representative of the organisation, this role also:

- models Concern Australia's OHS & child safe values and behaviours and holds others accountable to the same standard and
- upholds Concern Australia's relationship and reputation with clients, external stakeholders, and the broader community by conducting themselves in alignment with our values of faith, integrity, respect and belonging.

### Responsibilities:

#### Mechanic

- Collect, assess, and triage donated vehicles for repurposing – for example, as training vehicles, for sale or scrap. This includes recommendations re sourcing repairs, valuation etc.
- Deliver the Hand Brake Turn Mobile modules to schools, colleges, or community groups to provide automotive knowledge and positive life skills to young people as needed.
- Deliver quality customer service to all internal and external stakeholders e.g. donors, buyers, mobile module participants, schools etc.
- Provide mentoring and training of junior employees to equip them with work and life skills.

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

This role requires regular manual handling, bending, reaching, holding, walking, standing, and occasional exposure to noise and working at heights.

#### Qualifications/Experience

- Qualification of an automotive-related certificate or higher, or a 3<sup>rd</sup>/4<sup>th</sup> year mechanic apprentice
- Experience and demonstrable knowledge on fixing light vehicles.
- Experience working with young people in a structured training environment, providing mentoring and opportunities for skill development.
- Desirable but not essential:
  - Qualifications in youth/social work and a Certificate IV in Training and Assessment.

#### Skills

- Working knowledge of and commitment to quality automotive service standards and certifications.
- Developed interpersonal rapport and relationship building.

## fixit Mechanic

- Ability to relate to and work with young people, manage their workday and bring out the best of their abilities, achieve program goals and build a healthy and enjoyable workplace
- Good presentation skills, including an ability to facilitate group discussions and activities
- Intermediate computer skills, including the use of Microsoft Outlook, Word, Excel, and database entry.

### Security checks, licences, and other requirements

- Satisfactory National Police Check and where applicable, International Police Check.
- Current Working with Children Check.
- Current Victorian drivers' licence.
- Hearing Test.
- First Aid Certificate.
- Desirable but not essential:
  - Heavy Vehicle Licence, to pick up motor vehicles in a tow truck, or a willingness to obtain one (cost covered by Concern Australia).

### Reports to

General Manager – Business Operations

### Supervises

N/A

### 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).

Employee Name: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_