



YOUR *local* DISABILITY SUPPORT CHARITY

# A Guide for Job Applicants

## TIPS TO GET YOU STARTED WITH US



“Of all the people in this world there is only one you.  
Let your light shine”



## Our Vision

Empowering people with disability by creating a unique and all-inclusive community.

## Our Mission

By providing opportunities and pathways through programs and services that create a sense of purpose and belonging.



## Our Values

**U** **Unified Team**  
A team is not a group of people that work together. A team is a group of people that trust each other. "Welcome to the best team ever".

**N** **Nurture – People, Place & Purpose**  
We provide a supportive environment where we care, protect and develop growth.

**I** **Innovate, Challenge, Change & Create**  
“Vision with action can change the world”.

**Q** **Quality Recruiting - Retain the Best**  
Our talented staff thrive in our culture. “We are a great place to work”.

**U** **Uphold – Our Vision, Our Principles and Our Values**  
We treat each other with respect and speak openly, listen actively and communicate with honesty, integrity and kindness.

**E** **Empower**  
We provide our people with opportunities to develop and achieve personal growth. “We rise by lifting others”.

**We Listen. We Create. We Deliver.**



# Careers

## How does recruitment work at Sunshine Butterflies?

### Application

Send us your Expression of Interest form (available on our careers page on our website) along with your Resume.

### Shortlisting

Our Human Resources team will review all applications and contact any candidate that best addresses the requirements of the position.

### Interview

After shortlisting, we will invite you to a face-to-face interview so that we can find out more about each other. We will let you know any documents you may need to bring with you on the day.

### Offer

The decision to make you an offer is based on your written application, your performance at interview, successful Reference Checks, and evidence of relevant certificates and screening checks.

Offer



# What happens when I am offered a position with Sunshine Butterflies?

## Acceptance of offer



Once a start date have been agreed upon, you will receive an offer of employment from Human Resources.

It is important to note that you cannot commence working at Sunshine Butterflies without providing evidence of the required probity checks and qualifications.

Please ensure you have the following ready:

- Tax File Number
- Superannuation Fund information (*including your funds' Statement of Compliance*)
- Bank Account Details
- NDIS Worker Orientation Module Certificate  
<https://www.ndiscommission.gov.au/workers/trainingcourse>
- COVID-19 Infection Control Training Certificate  
<https://www.health.gov.au/resources/apps-andtools/covid-19-infection-control-training>
- Copy of all relevant qualifications  
(*For direct support roles; minimum Certificate III in Individual Support or evidence of current enrolment or equivalent industry experience*)
- First Aid Certificate (*for support workers*)
- CPR Certificate (*for support workers*)
- Drivers License – C Class and insurances
- COVID Vaccinations – fully vaccinated
- NDIS Worker Screening check  
<https://workerscreening.communities.qld.gov.au/workers>
- Working with Children Check (Blue Card) in QLD

If you already hold a NDIS Worker Screening Check and need to apply for a Blue Card please

visit: <https://www.qld.gov.au/law/laws-regulated-industries-and-accountability/queensland-laws-andregulations/regulated-industries-and-licensing/blue-card-services>



# What happens after I have started working with Sunshine Butterflies?



## Commencement – Inductions

When commencing employment with Sunshine Butterflies you will work through our induction program. This will ensure you are given the relevant information and training to become an important part of our team.

## Ongoing support throughout your employment

Sunshine Butterflies has an Annual Career Development process to ensure you have dedicated opportunities to meet with your manager and discuss your work and your ongoing career goals.

## Thank you for your interest in joining our amazing team!

We are so pleased that you are considering being part of our Butterfly family.

Our motto

**‘Vision with action, can  
change the World’**

flows through every aspect of our organisation, and if you feel that your values align with our, we would love to hear from you.



# What our employees say about working for Sunshine Butterflies



Working at Sunshine Butterflies is probably the most satisfying job I have ever had.

I have made amazing friends through Sunshine Butterflies staff and am extremely grateful to have met them.

Butterflies is a warm, welcoming and supportive workplace

I love my job at Sunshine Butterflies, it is very rewarding & satisfactory I feel like I am hopefully making a difference in our members lives.

I am very proud to tell people that I work for Sunshine Butterflies.

Absolutely love my job!











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