



APPLICATION GUIDE 2018/2019 Banner UMC South (HST Program)

To access this document electronically and for a "text only" version, go to <http://sonoranucedd.fcm.arizona.edu/project-search-arizona>

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|-----------------------------|-------------|--|--|
| Application Timeline | 2017 | "Experience Project SEARCH" – Site Tours 2018/2019 Applications Available Applications Due Applicant Interviews (<i>dates subject to change</i>) Notice of Selection | <ul style="list-style-type: none"> ‡ September – November Tuesday, September 12 Thursday, November 9 December 4 – 8 Thursday, December 21 |
| | 2018 | Intern Contract Due (Acceptance Offer) Schedule IEPs for Incoming Interns Intern "Meet & Greet #1" Intern "Kick-Off, Meet & Greet #2" Program Start Date | <ul style="list-style-type: none"> Friday, January 12 February – May ★ Thursday, May 10 ★ Tuesday, July 17 Thursday, August 2 |

‡ Group tours can be scheduled on a Tuesday, Wednesday, or Thursday, 9:30am–11:30am or 12:30pm–2:00pm. Contact Ann Bertelsen (520-209-1722/abertelsen@pimajted.org) to schedule or for more information. Ideal group sizes are between 6–8 individuals. Tours can also be scheduled after winter break. Note: Tours are not available during the week of October 9, 2017.

★ Both meetings are mandatory for incoming interns. Meeting location is Santa Rita High School – 3951 South Pantano Road, Tucson.

ONLINE APPLICATION and SUBMISSION | AVAILABLE on TUESDAY, SEPTEMBER 12, 2017

Program application forms (intern application, school personnel questionnaire, and parent/guardian/support person questionnaire) are accessed and submitted online. To receive these materials, applicants must submit a request via e-mail to ucedd@email.arizona.edu. The e-mail message should follow the template below:

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| To... | <input type="text" value="ucedd@email.arizona.edu"/> |
| Subject: | <input type="text" value="PS Application - BUMC South"/> |
| <hr/> | |
| <i>[body of e-mail]</i> | <p><i>applicant:</i> first and last name e-mail address preferred phone number</p> <p><i>parent/support person:</i> first and last name e-mail address preferred phone number</p> <p><i>school personnel/community reference:</i> first and last name e-mail address preferred phone number</p> |



Upon receipt of e-mail request, an e-mail message with a unique link to the appropriate form will be sent to the applicant, parent/support person, and school personnel/community reference.

E-mail Address Requirement: Applicants and those contributing questionnaires on behalf of an applicant must have an e-mail address. E-mail accounts can be established free-of-charge through e-mail service providers such as *gmail*, *yahoo*, and *outlook*. In addition to application instructions, all program communications will be conducted through e-mail.

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Completed Application Packet

Online Application Components

- Intern Application
- Parent/Guardian/Support Person Questionnaire
- School Personnel/Community Reference Questionnaire
(A member of the community may complete if appropriate.)

Online components allow for multiple sessions using the "SAVE AND RETURN LATER" function.

Additional Required Documents (Attachments)

- Immunization Record
- Birth Certificate
- School Transcript (most recent)
- Individualized Education Plan (IEP)
- Multidisciplinary Evaluation Team Report (MET)
- Individualized Plan for Employment (IPE/VR Plan) – as available



Submission Process

Options for submitting these documents include the following:

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|--------------------------|---|
| online upload * | through the online application and/or questionnaires |
| fax number | 520-626-0081 (call 520-626-0442 for fax verification) |
| e-mail address | ucedd@email.arizona.edu |
| mailing/physical address | 1521 E. Helen Street, Tucson, 85719 |

* All three online forms provide the option to upload documents. **Only one copy of each document is required.** Skip the online uploading feature for any document that has already been submitted or will be submitted by someone else.

Submission Deadline

To be considered during the first selection cycle for the 2018/2019 program year – and to receive selection notification before winter break – ALL application components must be submitted no later than **Thursday, November 9, 2017**. Applicant interviews will occur during the week of **December 4, 2017** at BUMC South located at 2800 E. Ajo Way.

Post Submission

Upon submission of ALL program application requirements, the applicant will be contacted by Ms. Bertelsen or other program staff to schedule his/her interview.

Selection Notification & Offer of Acceptance

Applicants will receive selection notification by **Thursday, December 21, 2017** by email. Selected applicants must sign and submit the online *Project SEARCH Intern Contract/Project SEARCH Intern Support Person Agreement* by **Friday, January 13, 2018** to secure placement in the program. A link to the document will accompany notification. Placements not secured by this date will be offered to candidates on a wait list in order of selection rank.

If space remains after the first cycle concludes, applicants submitting application materials after November 9, 2017 may be considered for a second selection cycle conducted in spring 2018. Project SEARCH at BUMC South has a capacity of 12 interns per program year.

For Assistance

Laura Schweers
Project SEARCH AZ Coordinator, Sonoran UCEDD
schweers@email.arizona.edu/520-626-0677

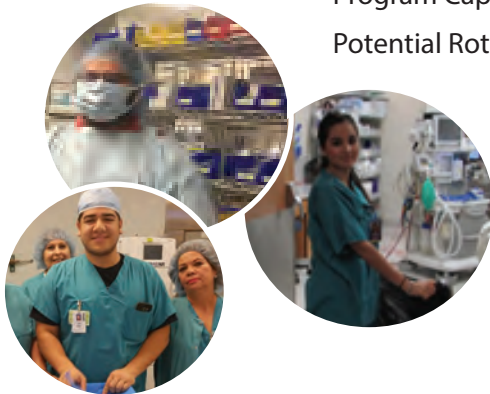
Lupita Loftus
Administrative Assistant, Sonoran UCEDD
loftusm@email.arizona.edu/520-626-0442

About the Program

Project SEARCH at Banner University Medical Center South Campus is an unpaid internship program that trains high school students from Pima County who have a significant disability and are committed to seeking competitive employment in the community. This nine-month school-to-work program model features total immersion in a business setting through a series of three rotations (10-12 weeks) in various departments within a host business. It also includes instructional time for reinforcement of employment skills and career exploration opportunities — all while providing on-site job coaching and accommodations design, as needed, to support the goal of independence.

Students participate in the program through the **Pima County Joint Technical Education District (Pima JTED)** and are dually enrolled with Pima JTED and their home district during the program year.

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| Host Business: | Banner University Medical Center – South Campus 2800 E. Ajo Way, Tucson, Arizona 85714 |
| Program Capacity: | 12 interns |
| Potential Rotations: | <i>Patient Care Specialist</i> Medical Surgical Units; Outpatient Clinics; Emergency Dept. Admin.; Pharmacy; Endoscopy; Rehabilitation Services; YMCA - Child Watch; Patient Transport <i>Technicians</i> Sterile Processing; Emergency Dept.; Facilities Maintenance; Kino Sports Complex - Facilities <i>Associates and Assistants</i> Café; Nutritional Services; Environmental Services; YMCA - Membership |



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|-----------------|-------------------|----------------------------|
| Daily Schedule: | 8:00am – 9:00am | Employability Skills Class |
| | 9:00am – 11:30am | Internship Rotation |
| | 11:30am – 12:00pm | Lunch |
| | 12:00pm – 2:00pm | Internship Rotation |
| | 2:00pm – 3:00pm | Instruction/Reflection |

Participant Selection/ Eligibility Criteria

A prospective intern must:

Be a high school student from Pima County who has an Individualized Education Plan (IEP), is between 18 to 21 years of age, is nearing high school graduation, and agrees to exit educationally relevant related services.

Have a strong desire and commitment to work competitively at the end of the program.

Commit to 100% attendance.

Have a goal to work at least 20 hours per week after program completion.

Have the ability to meet host business clearance requirements.

Be willing to utilize and train for public transportation to access Project SEARCH and future competitive employment.

Program does not provide transportation; incoming interns agree to exit transportation services provided by their home district.

Be able to maintain appropriate behavior, hygiene, and social skills in the workplace without immediate supervision.

Interns are supported in their rotations by instructors, job coaches, and mentors. However, the expectation is that support fades as interns gain skills and confidence within a rotation. A young adult requiring one-on-one support would not be a candidate for this program.

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Participant Selection/Eligibility Criteria (continued)

Be able to communicate effectively (may be other than verbal) and take direction from a supervisor.

Have a significant barrier to competitive employment.

This program serves individuals with a range of abilities. Selection is not based on an education label or diagnosis. Rather, the selection committee endeavors to develop a cohort that is diverse in its abilities and other traits such as ethnicity, gender, cultural background, and the like.

The goal of this process is to select applicants who are likely to be successful in the program at the end of which they will have training, experience, and skills necessary to become competitively employed.

Offer of Acceptance Requirements

If selected, candidates are required to comply with the following upon acceptance:

Sign and submit *Project Search Intern Contract/Project Search Intern and Support Person Agreement* (links to online documents are included with notice of selection)

Work with the Individualized Education Plan (IEP) team to revise his/her IEP for the 2018/2019 school year

Enroll with home district for the 2018/2019 school year

Enroll with Pima JTED for the 2018/2019 school year – requirements:

Pima JTED Application (includes AZ Proof of Residency)

<http://web.pimajted.org/projectsearch/application/pima-county-jted-application>

Submit current Individualized Education Plan (IEP) and Course Transcript

Contact Kara Matthews for questions related to JTED enrollment: 520-352-5833 or kmatthews@pimajted.org.

Prior to program start date, incoming interns must sign and submit *Banner Health Confidentiality Agreement* and *Banner Health Screening Form* (program will provide documents during Meet and Greet in May 2018).

Prior to the program start date, incoming interns MUST provide the following documentation:

TB Screening: a negative TB test or a TB Questionnaire (plus initial chest x-ray) within the last 12 months

Measles, Mumps and Rubella: evidence of immunity is required in the form of two (2) documented MMR vaccinations or antibody titers (positive IgG) for measles, mumps, rubella

Chicken Pox: evidence of immunity is required in the form of two (2) documented Varivax (varicella) vaccinations, 1 Zostavax (shingles) vaccination, or antibody titers (positive IgG) for varicella

Influenza: evidence of annual vaccination.

Banner Health Clearance Requirements

Pima County Joint Technical Education District

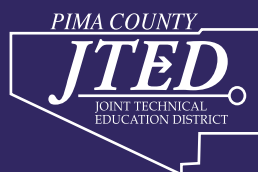
Ann Bertelsen

Project SEARCH Instructor – Banner UMC South
abertelsen@pimajted.org/520-209-1722

Juan Rojas

Assistant Principal
jrojas@jted.org/520-982-6901

Partners



THE UNIVERSITY OF ARIZONA
COLLEGE OF MEDICINE TUCSON

Sonoran Center for
Excellence in Disabilities