

Application Timeline	2017	Project SEARCH Site Tours 2018/2019 Applications Available Applications Due Applicant Interviews (<i>dates subject to change</i>) Notice of Selection	‡ September – November Tuesday, September 12 Thursday, November 9 December 4 – 8 Thursday, December 21
	2018	Intern Contract Due (Acceptance Offer) Orientation & Commitment Meeting Site Requirements Review Meeting Incoming Intern Meeting Program Start Date	Friday, January 12 ★ Tuesday, January 23 ★ Tuesday, May 8 ★ Tuesday, July 17 Monday, July 23

‡ To schedule a tour, contact Lynn Serra at 520-906-6146.

★ All three meetings are mandatory for incoming interns.
Meeting location is Banner UMC Tucson (1501 N. Campbell Avenue)

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:

To...	<input type="text" value="ucedd@email.arizona.edu"/>
Subject:	<input type="text" value="PS Application - BUMC Tucson"/>
<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.

APPLICATION GUIDE — *continued*

2018/2019 Banner UMC Tucson (YA Program)

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:

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** (dates subject to change) at BUMC Tucson located at 1501 N. Campbell Avenue.

Post Submission

Upon submission of ALL program application requirements, the applicant will be contacted by Ms. Serra 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 Tucson has a capacity of 10 interns per program year.

For Assistance

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About the Program

Project SEARCH at Banner University Medical Center Tucson Campus is an unpaid internship program that trains young adults who have graduated from (or aged out of) high school, who have a significant disability, and who are committed to seeking competitive employment in the community. This eleven-month employment training program model features total immersion in a business setting in which interns complete a series of four rotations (10 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.

Interns participate in the program as recipients of services through the **Rehabilitation Services Administration/Vocational Rehabilitation**. Staffing for the program is provided by **SAGE/Easter Seals Blake Foundation (ESBF)**.

Host Business: Banner University Medical Center – Tucson Campus
1501 North Campbell Avenue, Tucson, Arizona 85724

Program Capacity: 10 interns

Potential Rotations: Kitchen/Café
Culinary & Nutrition Tray Line
Inpatient Pharmacy
Materials Management/Decontamination
Patient Transport
Sterile Processing
Facilities Management
Nursing Units (*9 Units*)
Emergency Department
Pivrotto Wellness Center
Housekeeping/Environmental Services



Daily Schedule:

8:45am	Interns Arrive at the Hospital
9:00am – 10:00am	Employability Skills Class
10:00am – 12:00pm	Internship Rotation
12:00pm – 12:30pm	Lunch
12:30pm – 3:15pm	Internship Rotation
3:15pm – 4:00pm	Reflection/Planning/Journal Writing

Participant Selection/Eligibility Criteria

A prospective intern must:

- Be between 18 to 28 years of age and have already exited high school.
- Be eligible for Vocational Rehabilitation Services and approved for participation by their VR Counselor.
- Have a strong desire and commitment to work competitively at the end of the program.
- Have a goal to work at least 20 hours per week after program completion.
- Have the ability to meet host business clearance requirements.
- Commit to 100% attendance.
- Be willing to utilize and train for public transportation to access Project SEARCH and future competitive employment.
Program does not provide transportation.

PROGRAM GUIDE — *continued*

2018/2019 Banner UMC Tucson (YA Program)

Participant Selection/Eligibility Criteria (continued)

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.

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.

Note: 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:

Project SEARCH Intern Contract and Project SEARCH Intern & Support Person Agreement (sign and submit; documents included with notification of selection)

Consult with Vocational Rehabilitation to update/develop service plan and obtain authorization to participate in Project SEARCH Banner UMC Tucson

Banner Confidentiality Agreement and Banner Health Screening Form

(sign and submit; documents provided during Orientation & Commitment Meeting on January 23, 2018.

Banner Health Clearance Requirements

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.



SAGE ESBF Contacts

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Partners



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