

Project Search Banner UMC Tucson Young Adult 2018-2019 Application & Program Guide

Application Guide

Application Timeline

Date	Events
September 2017 – November 2017	Site tours; Lynn Serra to schedule at 520-906-6146.
Tuesday, September 12, 2017	2018-2019 applications available (links to online forms sent via email)
September 2017 – December 2017	Assess applicant VR eligibility
Thursday, November 9, 2017	Application submission deadline
December 4 – 8, 2017	Applicant interviews (<i>dates subject to change</i>)
Thursday, December 21, 2017	Notice of selection whether accepted, wait listed, or declined
Friday, January 12, 2018	Intern contract due for accepted applicants wishing to accept offer
Tuesday, January 23, 2018 at 6:00pm	Orientation & Commitment Meeting (mandatory) 2500 C & D
Tuesday, May 8, 2018 at 6:00pm	Site Requirements Review Meeting (mandatory) 2500 C & D
Tuesday, July 17, 2018 at 6:00pm	Incoming Intern Meeting (mandatory) 2500 C & D [5:30pm – 7:30pm]
Monday, July 23, 2018 at 9:00 a.m.	Program start date

Accessing Application Materials

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 include the following:

- In the “to” field, type the address ucedd@email.arizona.edu
- In the “subject” field, type **PS Application – BUMC Tucson**
- In the “body” of the e-mail, include the following:
 1. Applicant first and last name, e-mail address, and preferred phone number
 2. Parent or support person first and last name, e-mail address, and preferred phone number
 3. School personnel or community reference first and last name, e-mail address, and preferred phone number

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.

Note the following:

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 components, all program communications will be conducted through e-mail.

Completed Application Packet

Online application components include:

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

Additional required documentation (attachments) includes:

- Immunization Record
- Birth Certificate
- Individualized Education Plan (IEP) – most recent

- Multidisciplinary Evaluation Team Report (MET) – most recent
- Individualized Plan for Employment (IPE/VR Plan) – as available

Submission Process

Online Application Components

Intern application and questionnaire can be completed in multiple sessions. There is a “save and return later” function.

Additional Required Document (Attachments)

Options for submitting these documents include the following:

Option	Details
online upload	through the online forms
fax number	520-626-0081 (to verify transmittal, call 520-626-0442)
e-mail address	ucedd@email.arizona.edu
mailing and physical address (for hand delivery)	Project SEARCH, Sonoran UCEDD 1521 East Helen Street Tucson, Arizona 85721

Note that documents may be submitted by the applicant, parent/support person, or school personnel/community reference. **Only one copy of each document is required.** Skip the online form section for uploading documents for those that have 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 and Acceptance of Offer

Applicants will receive selection notification by Thursday, December 21, 2017. Selected applicants must sign and submit the online *Project SEARCH Intern Contract* and *Project SEARCH Intern and Support Person Agreement* by Friday, January 13, 2018 to secure placement in the program. A link to the documents will accompany notification. Placements not secured by January 13, 2018 will be offered to candidates on a wait list in order of ranking. If space remains after the first selection cycle concludes, applicants who submit application materials after November 9, 2017, may be considered for a second selection cycle to be conducted in spring 2018. Project SEARCH at Banner UMC Tucson has a capacity of 10 interns per program year.

For Additional Information and Assistance with Application Process

Laura Schweers, Sonoran UCEDD, Project SEARCH AZ Coordinator: 520-626-0677 or schweers@email.arizona.edu
Lupita Loftus, Sonoran UCEDD, Administrative Assistant: 520-626-0442 or loftusm@email.arizona.edu

Program Guide

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 is Banner University Medical Center Tucson Campus at 1501 N. Campbell Avenue, Tucson, Arizona.

Program capacity is 10 interns per program year.

Potential rotations include the following departments: housekeeping/environmental services, kitchen/café (dishwasher, food prep, bullet runner), culinary & nutrition tray line, inpatient pharmacy, nursing units (9), materials management/decontamination, facilities management, sterile processing, patient transport, Pivrotto wellness center, emergency room.

The daily schedule is uses the following format:

- interns arrive at the hospital at 8:45 a.m.
- classroom instruction time is from 9:00 a.m. to 10:00 a.m.
- morning rotation is from 10:00 a.m. to 12:00 p.m.
- lunch is from 12:00 p.m. to 12:30 p.m.
- afternoon rotation is from 12:30 p.m. to 3:15 p.m.
- end of the day reflection is from 3:15 p.m. to 4:00 p.m.

Participant Selection and Eligibility Criteria

To be eligible to participate in Project Search at Banner UMC Tucson, 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 (Note, program does not provide or coordinate transportation.);
- be able to maintain appropriate behavior, hygiene, and social skills in the workplace without immediate supervision (Interns are supported in their rotations by an instructor, 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 supervision would not be a candidate for this program.);
- be able to communicate effectively (may be other than verbal) and take direction from a supervisor; and

- 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 the training, experience, and skills to necessary to become competitively employed.

Offer of Acceptance Requirements

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

- sign and submit the *Project Search Intern Contract/Project Search Intern and Support Person Agreement* (links to online documents are included with notice of selection);
 - consult with Vocational Rehabilitation to update and or develop a service plan (Individualized Plan for Employment) and obtain service authorization to participate in Project Search at Banner UMC Tucson; and
- Prior to program start date, incoming interns must sign and submit the following documents: *Banner Health Confidentiality Agreement* and *Banner Health Screening Form* (program will provide documents during Orientation & Commitment Meeting on January 23, 2018).

Pre-Program Requirements

Banner Health requires the following pre-program documentation:

- TB Screening: a negative TB test or a TB questionnaire plus negative chest x-ray within the last twelve months.
- Measles, Mumps, and Rubella: evidence of immunity is required in the form of two documented MMR vaccinations or antibody titers (positive IgG) for measles, mumps, and rubella.
- Chicken Pox: evidence of immunity is required in the form of two documented Varivax (varicella) vaccinations, one Zostavax (shingles) vaccination, or antibody titer (positive IgG) for varicella.
- Influenza: evidence of annual vaccination.

SAGE Community Employment Easter Seals Blake Foundation (ESBF) and Sonoran UCEDD Contacts

Your SAGE Community Employment ESBF contacts are:

- Lynn Serra, Banner UMC Tucson Program Supervisor. She can be reached at 520-906-6146 or mserra@blake.easterseals.com.
- Donna Gillette, Associate Director, SAGE Community Employment, ESBF. She can be reached at 520-622-3933 or dgillette@blake.easterseals.com.

Your Sonoran UCEDD contact is:

- Laura Schweers, Project Search Arizona Coordinator. She can be reached at 520-626-0677 or schweers@email.arizona.edu.

Partnering Organizations

- Banner University Medical Center Tucson
- SAGE Community Employment ESBF
- Arizona DES Rehabilitation Services Administration/Vocational Rehabilitation
- UA Sonoran University Center for Excellence in Developmental Disabilities (Sonoran UCEDD)