

Project SEARCH Core-Mark Arizona Distribution Center Young Adult 2018-2019 Application & Program Guide

Application Guide

Application Timeline

Date	Events
Wednesday, November 15, 2017	2018-2019 applications available
November 2017 – 2018	Assess applicant VR eligibility
Wednesday, November 15, 2017 at 6:00 pm	Information session 1 RSVP to ProjectSEARCH@west-mec.org
Wednesday, January 17, 2018 at 6:00 pm	Information session 2 RSVP to ProjectSEARCH@west-mec.org
Friday, March 30, 2018	Application submission deadline
April 9 – April 13, 2018	Applicant interviews
Friday, April 20, 2018	Notice of selection whether accepted, wait listed, or declined
Friday, April 27, 2018	Intern contract due for accepted applicants wishing to accept offer
Friday, April 27, 2018	Approval from VR counselor to participate
Wednesday, May 16, 2018 at 4:30pm	Mandatory incoming intern meeting
Wednesday, July 25, 2018 at 6:00pm	Intern kick-off West-MEC START Center (5405 N. 99 th Avenue, Glendale)
Wednesday, August 8, 2018	Program start date

Contact Bethany Albert to schedule a site tour (623-261-8204 or Bethany.Albert@west-mec.org).

Project SEARCH at Core-Mark 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 nine-month employment training program model features total immersion in a business setting in which interns complete a series of three rotations (11weeks) in various departments within the Core-Mark Arizona Distribution Center. 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 West-MEC (Western Maricopa Education Center).

Host business is Core-Mark Arizona Distribution Center at 8313 W. Latham Street, Tolleson, AZ.

Program capacity is 8 interns per program year.

Potential rotations include the following: Stocking; Dry Room>Returns; Single Cell Order Selector (Pick Line); Auditor; Driver Check-In (DCI); Janitorial/Housekeeping; Code/Date Stamper; Tote Stacker/Loader; Full Case Selector.

The daily schedule (may vary) uses the following format:

- arrival at 9:00 a.m. to 9:15 a.m.
- class/instruction time from 9:15 a.m. to 10:15 p.m.
- transition from 10:15 a.m. to 10:30 a.m.
- rotations/work from 10:30 a.m. to 1:15 p.m.
- lunch from 1:15 p.m. to 1:45 p.m.
- rotations/work from 1:45 p.m. to 3:00 p.m.
- reflection from 3:00 p.m. to 3:30 p.m.

Additional opportunities:

Based on intern interest, capability, and host business approval, interns may train and sit for certification on Pallet Jack and/or Fork Lift operations.

Participant Selection and Eligibility Criteria

To be eligible to participate in Project Search at Core-Mark Arizona Distribution Center, 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.)

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* and *Project SEARCH Intern and Support Person Agreement* (documents are included with notice of selection) and
- meet with Vocational Rehabilitation to update/develop service plan and obtain authorization to participate in Project Search at Core-Mark A.D.C.

Pre-Program Requirements

Core-Mark A.D.C. and Western Maricopa Education Center (West-MEC) require the following pre-program documentation:

- signed *Core-Mark A.D.C. Confidentiality Agreement*;
- signed authorization to comply with a 6-panel drug test (results must be negative);
- completed *West-MEC Enrollment Form*;
- signed *West-MEC Education and Record Information Release*;
- a completed *Arizona Proof of Residency* form; and
- updated *IPE* and *VR Authorization*.

West-MEC and Sonoran UCEDD Contacts

Your West-MEC contacts are:

- Bethany Albert, Core-Mark Project Search Instructor. She can be reached at 623-261-8204 or Bethany.Albert@west-mec.org.

- Julia Anderson, West-MEC Project Search Coordinator. She can be reached at 602-380-7423 or Julia.Anderson@west-mec.org.

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

- Core-Mark Arizona Distribution Center
- Western Maricopa Education Center (West-MEC)
- Arizona DES Rehabilitation Services Administration/Vocational Rehabilitation
- UA Sonoran University Center for Excellence in Developmental Disabilities (Sonoran UCEDD)