

**Application
Timeline**

2018 Project SEARCH Site Tours
2018/2019 Applications Available
Assess Applicant VR Eligibility

‡ beginning in September
November 15
November — March 29, 2019

2019 Applications Due
Applicant Interviews (*dates subject to change*)
Notice of Selection
Intern Contract Due (Acceptance Offer)
Orientation, Commitment, & Requirements Review Meeting
Incoming Intern Meeting
Program Start Date

Thursday, February 28
month of March
Friday, April 5
Friday, May 10
★ **Monday, May 20**
★ **Tuesday, July 9**
Monday, July 22

‡ To schedule a tour, contact Lynn Serra at 520-274-9382

★ Both meetings are mandatory for incoming interns and their parent or support person.
Meeting location is Banner UMC Tucson (1501 N. Campbell Avenue)

- ★ Intern contract must be signed before attending the meeting on May 20, 2019.
- ★ Required medical records must be submitted no later than July 9, 2019.

ONLINE APPLICATION and SUBMISSION

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...
Subject:

[body of e-mail]

applicant:
first and last name
e-mail address
preferred phone number

parent/support person:
first and last name
e-mail address
preferred phone number

school personnel/community reference:
first and last name
e-mail address
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.

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*

2019/2020 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 2019/2020 program year – and to receive selection notification before winter break – ALL application components must be submitted no later than **Thursday, February 28, 2019**. Applicant interviews will occur during the month of March 2019 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 **Friday, April 5, 2019** by email. Selected applicants must sign and submit the online *Project SEARCH Intern Contract/Project SEARCH Intern Support Person Agreement* by **Friday, May 10, 2019** 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 February 28, 2019 may be considered for a second selection cycle conducted in spring 2019. Project SEARCH at BUMC Tucson has a capacity of 12 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 **Easterseals Blake Foundation (EBF)**.

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

Program Capacity: 12 interns

Potential Rotations: Kitchen/Café
 Culinary & Nutrition Tray Line
 Inpatient Pharmacy
 Materials Management
 Patient Transport
 Sterile Processing
 Facilities Management
 Nursing Units (*5 Units*)
 Critical Decision Unit
 Pivrotto Wellness Center
 Housekeeping/Environmental Services



Daily Schedule:

8:30am – 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 – 3:00pm	Internship Rotation
3:00pm – 3:15pm	Break
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*

2019/2020 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 **prior to the May 20, 2019 meeting.**

Banner Confidentiality Agreement and Banner Health Screening Form (sign and submit; documents provided during mandatory meeting on May 20, 2019.)

Banner Health Clearance Requirements

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

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

Additional health clearance requirements provided by Banner Health:

TB Screening: a negative TB test or a TB Questionnaire (plus initial chest x-ray) within the last 12 months — administered during the first program week

Influenza: evidence of annual vaccination — administered in the fall 2019

EBF Contacts

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Partners



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Excellence in Disabilities



DEPARTMENT OF ECONOMIC SECURITY
REHABILITATION SERVICES ADMINISTRATION

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