

KARUK TRIBE HOUSING AUTHORITY

P.O. Box 1159 • 635 Jacobs Way
Happy Camp, CA 96039
Ph: (530) 493-1414 • Fax: (530) 493-1415



1836 Apsuun Street
Yreka, CA 96097
Ph: (530) 842-1644 • Fax: (530) 842-1646

REQUEST FOR QUALIFICATIONS

Deadline: FRIDAY, FEBRUARY 15, 2022 at 5PM.

The Karuk Tribe requests qualifications for the following Scope of Work required for a **Girls Talking Circle Facilitator** for the Yreka Karuk Housing native girls that are in the fourth through eighth grades. Interested individuals would need to be available to begin work February 2022. Will be paid \$20.00 per hour for 2 hours per session for 12 week. **We have two positions available.** High School students are encouraged to apply also.

Task One

Organize and conduct a Native Girls Circle (My Family My Self) **weekly on selected weekday from 4pm-6pm.** Provide Girls Circle (Wise & Well Activity Guide), Oversee activities within the Girls Circle Manual.

- A. Organize materials/supplies required prior to each session.
- B. Ensure group includes the target population of at least 5 participants (assist with recruitment), with a max of 10. Includes collect sign in sheet and pre & post surveys for grant requirements.
- C. Promote an emotional safe setting and structure within which the target population can develop caring relationships and use authentic voices.
- D. Prepare for meetings and become familiar with material and activities.
- E. Launch and support Zoom meetings. Zoom knowledge: sharing information, break out rooms, and communication with others while on Zoom.
- F. Provide input and/or create purchase request for incentives and class supplies.

Responses to this Request for Proposals should include the following:

- 1) A statement of qualifications, including relevant project history.
- 2) A proposed approach and rationale for completion of the contract tasks described above, including descriptions of similar work previously completed and the results/benefits achieved.
- 3) Names and telephone numbers of three client references.

Responses must be hand, mail, or fax delivered by 5pm, FRIDAY, FEBRUARY 15, 2022 to:

Adia Supahan, Executive Assistant
Karuk Tribe Housing Authority
635 Jacobs Way, PO Box 1159, Happy Camp, CA 96039
Emails will be accepted at asupahan@karuk.us

Indian Preference

This Request for Proposal is open to all qualified, responsive bidders. Indian Preference will apply in the selection process in accordance with the Karuk Tribe's Tribal Employment Rights Ordinance (TERO).