

# 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: Thursday, April 3, 2025 at 5pm**  
**Questions:** Florraine Super [florrinesuper@karuk.us](mailto:florrinesuper@karuk.us)  
**Happy Camp Area**

The Karuk Tribe is seeking **two (2)** qualified high school **STUDENT MENTOR** for the ***Healing of the Canoe Program***, catering to Native Youth in grades 4<sup>th</sup>-8<sup>th</sup>. Responsibilities include assisting the group facilitator and cultural practitioner during sessions. Your role is vital in creating a positive and supportive environment for youth participants, leading and guiding them while maintaining a clear leadership presence. Applicants must maintain good standing in school and lead a clean, sober lifestyle. Sessions are scheduled twice a week (Mon-Thurs) from 3:00 pm to 5:00 pm, spanning 9 weeks. Compensation is \$1120 for 14 sessions, with 2 hours per session. There is two available position for interested individuals. Payment will be received at the end of the project upon submission of all final paperwork. Unless other arrangements are made.

**Program Description:** Healing of the Canoe is a program for Native Youth, addressing suicide and substance abuse prevention. Its customizable for each community, integrating traditions to strengthen youths' connection to culture and boost hope. Using the Pacific Northwest Canoe Journey metaphor, the curriculum imparts life skills to navigate challenges without succumbing to alcohol or drugs. Lessons are enriched with the essence of Karuk dances, creating impactful teaching moments.

### **Task One**

Assist group facilitator and cultural practitioner during groups. As a Youth Mentor for the youth group, your responsible for the following:

- a) Help organize and execute planned activities for the youth.
- b) Complete sign-in sheets and surveys as required for program documentation.
- c) Distribute snacks to participants, including set up and clean up.
- d) Assist in the set up and clean-up of both lesson plans and cultural activities.
- e) Thoroughly familiarize yourself with the materials and activities planned for each session.
- f) Actively engage and interact with the children to provide support and mentorship.
- g) Step into a leadership role, making sure to guide and support the youth while clearly showing that you are their leader.

### **Responses to this Request for Proposals should include the following:**

- 1) Include a completed Submission Summary form (Page 2 of this solicitation).
- 2) Include a detailed resume or statement highlighting your qualifications and relevant project history.
- 3) Provide specific examples showcasing your knowledge, expertise, and experience in related work.
- 4) Include the names and telephone numbers of three references who can speak to your qualifications and performance.
- 5) Include a completed TERO Compliance Plan for Non-Construction Projects (Page 3 of this solicitation).

**Responses must be hand, mail, or fax delivered by 5pm, THURSDAY, April 3, 2025 to:**

Felicia Wolfenden, Executive Assistant  
Karuk Tribe Housing Authority  
635 Jacobs Way, PO Box 1159, Happy Camp, CA 96039  
Emails will be accepted at [fwolfenden@karuk.us](mailto:fwolfenden@karuk.us)

**Karuk Tribe Housing Authority  
Request for Qualifications  
Submission Summary**

Proposal Submitted by:

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

**Activity:**       Guest Speaker       Student Mentor       Cultural Practitioner

**Location:**     Happy Camp       Yreka

**Age Group:**    4<sup>th</sup> – 8<sup>th</sup>                       9<sup>th</sup> – 12<sup>th</sup> (Happy Camp only)

1. Attach a detailed resume or statement highlighting your qualifications and relevant project history.
2. Provide specific examples showcasing your knowledge, expertise, and experience in related work:

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3. Include the names and telephone numbers of three references who can speak to your qualifications and performance:

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4. Include any other relevant comments:

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**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).**

**All contracts that exceed \$2,500.00 shall be subject to a two percent (2%) Tribal Employment Rights Fee in accordance with the TERO Ordinance.**

**A background check consisting of employment history, professional references, and criminal check may be conducted. Applicants will be required to pass the background check in accordance to the Karuk Tribe Housing Authority Personnel Policy and Federal/State/Tribal requirements.**

**Karuk Community Health Clinic**

64236 Second Avenue  
Post Office Box 316  
Happy Camp, CA 96039  
Phone: (530) 493-5257  
Fax: (530) 493-5270

**Karuk Tribe**



**Administrative Office**

Phone: (530) 493-1600 • Fax: (530) 493-5322  
64236 Second Avenue • Post Office Box 1016 • Happy Camp, CA 96039

**Karuk Dental Clinic**

64236 Second Avenue  
Post Office Box 1016  
Happy Camp, CA 96039  
Phone: (530) 493-2201  
Fax: (530) 493-5364

**TRIBAL EMPLOYMENT RIGHTS OFFICE  
COMPLIANCE PLAN FOR NON-CONSTRUCTION CONTRACTS**

Contractor/Employer Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State and Zip Code: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

Contract Amount: \$ \_\_\_\_\_ TERO Fee (2%): \$ \_\_\_\_\_

**THIS IS AN AGREEMENT BETWEEN THE KARUK TRIBE’S TRIBAL EMPLOYMENT RIGHTS OFFICE (TERO) AND \_\_\_\_\_, HEREINAFTER KNOWN AS “CONTRACTOR” CONDUCTING BUSINESS, COMMERCE AND/OR EMPLOYMENT ACTIVITY FOR THE KARUK TRIBE.**

- Contractor shall provide the completed compliance plan upon submission of Independent Contract.
- Upon execution of contract, Contractor shall contact the TERO Office within ten (10) days prior to any work to be performed.
- Contractor shall contact the TERO Office and Contract/Project Manager immediately, in writing, advising of any contract or sub-contractor changes to obtain approval prior to working on the scope of work.
- Contractor understands and agrees to comply with the requirements and procedures of the Karuk Tribe’s Employment Rights Ordinance and the Karuk Tribe’s Workforce Protection Act (WPA) including the selection of sub-contractors, employees and recruitment of viable Indian applicants when applicable.

By signing below the Contractor agrees to comply with the information above and certifies the information is true and correct and there have been no omissions in the completion of the labor force projections (when applicable). Falsification of the information provided will result in sanctions, penalties, fines and/or debarment with the Karuk Tribe.

Contractor Signature

Date