

# 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, April 18, 2025 at 5pm**  
**Questions:** Florraine Super [florrinesuper@karuk.us](mailto:florrinesuper@karuk.us)  
**YREKA AREA**

The Karuk Tribe is seeking a qualified **CULTURAL PRACTITIONER** for the **Healing of the Canoe Program**, specifically for Native Youth in grades 4th-8<sup>th</sup> at Jackson Street School. This role involves leading cultural activities, demonstrating a strong understanding of Karuk Tribe cultural practices. Sessions are scheduled twice a week (Mon-Thurs) from 3:00 pm to 5:00 pm, spanning 9 weeks. The compensation is \$3,500 for 14 sessions, with 2 hours spent with youth per session and an additional 1 hour for preparation. There is one 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 customizable program for Native Youth focused on preventing suicide and substance abuse. It incorporates community traditions to foster cultural connections and hope. Using the Pacific Northwest Canoe Journey as a metaphor, the curriculum teaches life skills to address challenges without alcohol or drugs, enhanced by Karuk dances for effective learning.

The cultural practitioner manages and executes cultural activities independently within the program, handling planning, setup, and implementation without KWC staff assistance. **The practitioner must attend all sessions, manage their schedule, and effectively execute their responsibilities.**

### **Task One**

Conduct cultural activities for Native youth by incorporating inspiration from Karuk dances, integrating their essence into our lessons plans to craft impactful teaching moments. Your responsibilities for each class include:

- a) Develop a lesson plan with dance items for both girls and boys, ensuring instructions align with the chosen lesson plan for the day. You will be provided with a copy of the curriculum to familiarize yourself with the complete outline and teaching approach for the entire 9-week session.
- b) Support the facilitator as required, which may involve assisting with program activities, managing sign-in sheets, and administering surveys.
- c) Create an emotionally safe environment, establishing structure for the target population to build caring relationships and express authentic voices.
- d) Thoroughly prepare for meetings by familiarizing yourself with materials and activities.
- e) Provide resources and activities that encourage a healthy lifestyle along with a culturally significant item for participants to take home. Cultural materials will be acquired using program funds.

### **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, Friday, April 18, 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.**

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**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

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## 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.

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Contractor Signature

Date