

**TUNICA-BILOXI TRIBE OF LOUISIANA  
MEMORANDUM**

Job Announcement

**DATE:** January 14, 2026  
**FROM:** Human Resources Department  
**RE:** Housing Services Caseworker

The Human Resources Department is currently taking applications for a full-time Housing Services Caseworker. The attached position announcement must be posted seven (7) full days. **Applicants wishing to apply** should visit the Tunica-Biloxi website at [www.tunicabiloxi.org](http://www.tunicabiloxi.org) and click on ‘Government’ located on the top of the page, scroll down to Departments, then Human Resources. This position should be posted internally until January 21, 2026, at 4.00 p.m.

**Date and hour posted:** \_\_\_\_\_ : \_\_\_\_ .m.

**Date and hour removed:** \_\_\_\_\_ : \_\_\_\_ .m.

Attachment: job ad



**Job Title: Housing Services Caseworker**  
**Reports to: Housing Director**  
**Classification: Exempt**  
**Supervisory: None**

**Department: Housing**  
**Status: Full-time**  
**Salary Range: \$40k - \$50k**

### **Summary:**

This position requires the ability to independently perform core housing program functions and exercise professional judgment in compliance with HUD, NAHASDA, and Tribal Housing policies, with limited day-to-day supervision. The mission of the Tunica-Biloxi housing department is to promote client self-sufficiency by providing support and assistance to all Tribal members when in regard to housing, housing assistance, and available resources through the TBTLA Housing Department. The Housing Services Caseworker is dedicated to promoting self-sufficiency among Tribal members by providing personalized support and assistance in securing and maintaining stable housing. The role involves guiding clients through the process of finding permanent housing, offering education on housing resources, and ensuring access to housing assistance programs. This position is responsible for managing housing applications, coordinating supportive services, and working with clients to overcome barriers to housing stability. In addition, the Housing Services Caseworker plays a vital role in the Lease-Up of Housing Developments, overseeing the leasing process for new and future housing developments to meet the growing needs of the community. Through these efforts, the Housing Services Caseworker helps ensure that Tribal members have the resources, education, and support needed to achieve long-term housing success.

### **Essential Duties and Responsibilities**

#### **1. Client Intake & Assessment**

- Conduct initial intake interviews with prospective applicants to gather personal, financial, and housing-related information.
- Assess the eligibility of applicants based on housing program guidelines and ensure proper documentation is collected.

#### **2. Case Management & Support**

- Develop personalized service plans for clients, focusing on their unique housing needs, financial goals, and barriers to success.
- Monitor progress on service plans and provide ongoing support

through counseling, education, and referrals to appropriate community resources.

- Provide crisis intervention when necessary and offer emotional support during difficult situations.

### **3. Tenant & Resident Assistance**

- Assist tenants in understanding and complying with housing policies, rules, and lease agreements.
- Offer guidance on maintaining stable housing, financial management, and improving self-sufficiency.
- Help tenants navigate access to social services, public benefits, healthcare, employment opportunities, and educational resources.

### **4. Eviction Prevention & Legal Support**

- Identify tenants at risk of eviction and provide timely intervention to prevent displacement.
- Assist in the preparation and submission of eviction paperwork and work with the Housing Administrative Assistant to file with the court when necessary.

### **5. Housing Placement**

- Coordinate housing placement for eligible individuals and families, ensuring smooth transitions into housing units.

### **6. Lease-Up of Housing Developments (Current and Future)**

- Oversee the lease-up process for newly developed or upcoming housing units, ensuring all lease agreements are properly completed and documented.
- Facilitate the transition of applicants into new housing developments, including conducting unit inspections, signing leases, and ensuring tenant readiness.
- Collaborate with Housing Director and other relevant personnel to ensure the timely occupancy of available units and the proper handling of tenant move-ins.

### **7. Education & Outreach**

- Conduct outreach to community members to promote housing programs and services.
- Organize educational workshops or Life Skill videos on topics such as financial literacy, homeownership readiness, tenant rights, and life skills.
- Partner with local tribal organizations and service providers to ensure a holistic approach to tenant support.

### **8. Property Inspections & Maintenance Coordination**

- Conduct regular inspections of housing units to ensure they meet health, safety, and quality standards. (as needed)
- Report maintenance issues to the Housing Director or relevant personnel and coordinate necessary repairs.

- Assist tenants in understanding and maintaining their units, ensuring they adhere to lease terms and housing standards.

#### **9. Document Management & Reporting**

- Maintain confidential and accurate records of all tenant interactions, service referrals, and case progress.
- Complete and submit required documentation, reports, to the Housing Director, or other relevant agencies as needed.
- Prepare regular updates on tenant status and housing program outcomes.

#### **10. Collaboration with Other Departments**

- Work closely with the Housing Administrative Assistant and Housing Director to ensure seamless communication and coordination of services.
- Collaborate with other tribal departments and community partners to connect tenants with additional support services.

#### **11. Compliance & Program Adherence**

- Ensure all case management activities are in compliance with HUD regulations, tribal housing policies, and privacy laws.
- Stay up to date on policy changes, funding opportunities, and program updates to effectively serve residents.

#### **12. Other Duties as Assigned**

- Perform any additional responsibilities as requested by the Housing Director or other supervisory personnel.

#### **Qualifications:**

- Must have good interpersonal skills with the ability to communicate effectively both written and oral.
- Ability to handle and prevent crisis situations with minimal supervision.
- Must have computer skills and be able to formulate reports and data operations.
- Ability to work with clientele that has special needs and to aid with respect and compassion.
- Help to foster and promote a positive and harmonious atmosphere.
- Ability to work effectively in a constantly changing and sometimes demanding environment.
- Ability to utilize programs and software such as Microsoft Word and Excel
- Public Speaking and Community Outreach

## **Education/Experience:**

### **Minimum Requirements:**

Candidates must meet one (1) of the following education and experience combinations:

- Associate's degree in Human Services, Public Administration, Housing, or a closely related field AND a minimum of **eight (8) years** of full-time, progressively responsible professional experience in public housing, HUD/NAHASDA programs, case management, or social services; **OR**
- Bachelor's degree in a related field AND a minimum of **three (3) years** of direct professional experience in public or assisted housing, human services, social services, or case management.

### **In addition, all candidates must demonstrate:**

- A minimum of three (3) years of direct experience as a Housing Specialist, Caseworker, or Case Manager in a public, tribal, or nonprofit housing environment
- Demonstrated ability to independently administer housing programs with minimal supervision, including eligibility determinations, compliance documentation, lease-up activities, eviction prevention, and client case management
- Working knowledge of federal housing regulations, including HUD and NAHASDA requirements, tenant compliance standards, and confidentiality requirements

### **Certificates and Licenses:**

- Louisiana Driver's License

### **Supervisory Responsibilities:**

- *This position has no supervisory responsibilities.*
- *This position requires all approval and decision-making through the director of housing*
- Work schedule is full-time and based on program needs, (flexible hours)

### **Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is occasionally exposed to wet or humid conditions (non-weather); works near moving mechanical parts and outdoor weather conditions. The noise level in the work environment is usually moderate.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to

successfully perform the essential functions of this job. Reasonable accommodations may be individuals with disabilities to perform essential functions.

This position requires walking, standing, bending, and sitting for long periods of time. The employee must be able to lift up to 35 pounds unassisted. Candidates must have good eye and hand coordination.

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities associated with it. The Tunica Biloxi Tribe of Louisiana reserves the right to amend and change responsibilities to meet business and organizational needs.

**REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL:**

- **Tribal employment application** that is complete and provides all information requested, including Tribal Role #, Certificate of Enrollment or Proof of Enrollment #; or
- **Cover letter** explaining your qualifications and experience relevant to the functions of this position; and
- **Personal resume** identifying your qualifications and experience relevant to the functions of this position.

Qualified Native Americans will be given preference in employment as required by the Indian Self-Determination and Education Assistance Act (25 U.S. 450, ET. Seq) including other relevant laws. In accordance with Title VII of the 1984 Civil Rights Act, Sections 701(b) and 703(1), preference in filling all vacancies may be given to qualified American Indian candidates. In other than the proceeding situations, the Tunica-Biloxi Tribe is an Equal Opportunity Employer (EOE). Tribal and/or Indian preference applicable in accordance with Title XX of the Tribal Code of the Tunica-Biloxi Tribe of Louisiana.

**SUBJECT TO TRIBAL DRUG FREE WORKPLACE TESTING POLICIES**

To apply for this position, interested candidates must submit their completed application, or cover letter and resume on or before the closing date to:

**Tunica-Biloxi Tribe of Louisiana**

**Attn: Human Resources**

**150 Melacon Rd.**

**P.O. Box 1589**

**Marksville, La. 71351**

**[HR@tunica.org](mailto:HR@tunica.org)**