

**TUNICA BILOXI TRIBE OF LOUISIANA
MEMORANDUM**

Job Announcement

DATE: March 6, 2026
FROM: Human Resources Department
RE: Housing Services Occupancy Specialist

The Human Resources Department is currently taking applications for a full-time Housing Services Occupancy Specialist. 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 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 March 13, 2026, at 4.00 p.m.

Date and hour posted: _____ : ____ . m.

Date and hour removed: _____ : ____ . m.

Attachment: job ad



JOB DESCRIPTION

Job Title: Housing Services Occupancy Specialist
Reports to: Housing Director
Classification: Exempt
Supervisory: None

Department: Housing
Status: Full-time
Salary Range: \$40-\$50,000

Summary:

The **Housing Services Occupancy Specialist** position requires the ability to independently perform core housing program functions while exercising sound professional judgment in compliance with all applicable HUD regulations, NAHASDA requirements, and Tunica Biloxi Tribal Housing policies. This position carries out housing program responsibilities independently while maintaining ongoing communication with the Housing Director regarding program activities, client services, and compliance matters.

The mission of the Tunica Biloxi Housing Department is to promote long-term housing stability and client self-sufficiency by providing support, guidance, and housing assistance resources to Tribal members. The Housing Services Occupancy Specialist plays a critical role in advancing this mission by assisting Tribal members with obtaining, maintaining, and sustaining stable housing.

This position provides individualized housing case management services, coordinates housing placement, and supports tenants in overcoming barriers that may impact housing stability. Responsibilities include managing housing applications, conducting eligibility determinations, coordinating supportive services, and ensuring clients have access to appropriate housing programs and community resources. In addition, the Housing Services Occupancy Specialist plays an essential role in the lease-up and occupancy of housing developments, assisting with tenant placement, unit readiness, and resident transition into newly constructed or existing housing units. Through collaboration with Tribal departments, community partners, and housing leadership, the Housing Services Occupancy Specialist

works to ensure that Tribal members have the tools, resources, and support necessary to achieve safe, stable, and sustainable housing outcomes.

Essential Duties and Responsibilities

1. Client Intake & Assessment

- Conduct initial intake interviews with prospective applicants to gather relevant personal, financial, and housing-related information necessary to evaluate program eligibility.
- Review and assess applicant eligibility in accordance with Tribal Housing policies, HUD regulations, and NAHASDA program guidelines.
- Ensure all required documentation is collected, verified, and properly maintained within applicant and client files.
- Maintain accurate records of applicant intake and eligibility determinations while ensuring confidentiality of client information.

2. Case Management & Support

- Develop individualized service plans designed to address each client's housing needs, financial goals, and potential barriers to housing stability.
- Provide ongoing case management services, including counseling, referrals, and coordination with community service providers.
- Monitor client progress and provide support through regular follow-ups and case reviews.
- Provide crisis intervention and support services to clients experiencing housing instability or emergency situations.
- Assist clients with identifying and accessing available housing resources and supportive programs.

3. Tenant & Resident Assistance

- Assist tenants with understanding and complying with housing program policies, lease agreements, and community rules.
- Provide education and guidance to residents on maintaining stable housing, financial responsibility, and tenant obligations.
- Support residents in accessing social services, healthcare programs, employment opportunities, and educational resources that promote self-sufficiency.

- Maintain open communication with residents to address concerns, resolve issues, and promote positive housing outcomes.

4. **Eviction Prevention & Legal Support**

- Identify tenants who may be at risk of eviction due to non-payment, lease violations, or other issues and implement early intervention strategies.
- Provide counseling and assistance to tenants to help resolve housing-related issues before escalation.
- Assist in preparing eviction documentation when necessary and coordinate with the Housing Administrative Assistant for court filings.
- Support tenants by connecting them with appropriate support services that may help prevent housing displacement.

5. **Housing Placement**

- Coordinate housing placement for eligible applicants and families into available housing units.
- Assist with preparing applicants for move-in, including orientation on tenant responsibilities and housing program expectations.
- Ensure smooth transitions for clients entering housing programs by coordinating required documentation and scheduling move-in activities.

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

- Assist with the lease-up process for new and upcoming housing developments to ensure efficient occupancy of available units.
- Prepare lease agreements and supporting documentation for new tenants.
- Coordinate unit inspections, tenant orientations, and move-in scheduling.
- Work closely with the Housing Director and other staff to ensure timely occupancy of housing units and efficient use of housing resources.

7. **Education & Outreach**

- Conduct outreach activities to promote Tribal housing programs and services within the community.
- Organize and facilitate educational workshops, training sessions, or Life Skills programs for residents.

- Provide educational resources on topics such as financial literacy, budgeting, homeownership readiness, tenant rights, and independent living skills.
- Collaborate with Tribal departments, community organizations, and service providers to strengthen support networks for residents.

8. Property Inspections & Maintenance Coordination

- Conduct routine inspections of housing units to ensure compliance with housing quality standards and safety requirements.
- Identify maintenance concerns and communicate repair needs to the Housing Director or appropriate maintenance personnel.
- Coordinate maintenance requests and follow-up on repair completion.
- Educate tenants on maintaining housing units and complying with housing standards.

9. Document Management & Reporting

- Maintain accurate, confidential, and organized client files in accordance with program regulations and privacy laws.
- Document client interactions, case management activities, and service referrals.
- Prepare and submit required program reports and documentation to the Housing Director and other relevant agencies.
- Track client outcomes and program progress to assist in evaluating housing program effectiveness.

10. Collaboration with Other Departments

- Work closely with the Housing Director to coordinate housing services and ensure effective program operations.
- Collaborate with other Tribal departments and external service providers to support client needs and expand available resources.
- Participate in interdisciplinary meetings and program coordination efforts to enhance service delivery.

11. Compliance & Program Adherence

- Ensure all program activities comply with applicable HUD regulations, NAHASDA guidelines, Tribal Housing policies, and confidentiality requirements.
- Stay informed on regulatory updates, program changes, and new funding opportunities affecting Tribal housing programs.

- Maintain compliance with internal policies and procedures governing housing services.

12. Other Duties as Assigned

- Perform additional responsibilities as assigned by the Housing Director or Tribal Administration to support the overall mission and operations of the Tunica Biloxi Tribe and the Tunica Biloxi Housing Department.

Qualifications:

- Strong interpersonal and communication skills, both written and verbal.
- Ability to effectively manage client relationships and sensitive situations with professionalism and compassion.
- Demonstrated ability to manage crisis situations with sound judgment and minimal supervision.
- Proficiency in Microsoft Office programs including Word and Excel.
- Ability to prepare reports, maintain records, and manage data accurately.
- Strong organizational skills and the ability to manage multiple priorities simultaneously.
- Ability to work effectively with individuals from diverse backgrounds and with varying levels of need.
- Experience in housing community outreach, public engagement, and client education.

Education/Experience:

Requisite Requirements

- **Option 1**
Associate's Degree in Business, Human Services, Public Administration, Housing, Social Work, or a closely related field AND a minimum of eight (8) years of progressively responsible professional experience in public housing, HUD or NAHASDA housing programs, case management, or social services.

OR

- **Option 2**
Bachelor's Degree in Business, Human Services, Public Administration, Housing, Social Work, or a related field AND a minimum of three (3) years of direct professional experience in public housing, assisted housing programs, human services, or case management.

In addition, candidates must demonstrate:

- Minimum of three (3) years of direct experience as a Housing Specialist, Housing Caseworker, or Case Manager in a public, tribal, or nonprofit housing environment.
- Ability to independently administer housing programs including eligibility determinations, case management, compliance documentation, and lease-up activities.
- Working knowledge of HUD regulations, NAHASDA requirements, and housing compliance standards.
- Knowledge of tenant rights, housing program policies, and confidentiality requirements.

Certificates and Licenses:

- Louisiana Driver's License

Supervisory Responsibilities:

- This position has no supervisory responsibilities.
- All major program decisions and approvals must be coordinated through the Housing Director.
- Work schedule is full-time and may require flexibility based on program needs.

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 extended 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.

PREFERENCE WILL BE GIVEN TO QUALIFIED NATIVE AMERICAN INDIANS.

Proof of tribal citizenship is required to be deemed preference eligible.

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