The District Municipality of Muskoka is currently recruiting for a

Case Manager, Childcare Programs

Posting Date: Wednesday, October 21, 2026
Closing Date: Wednesday, November 4, 2026 @ 12:00 NOON
Starting Rate: $39.88 hourly
Salary Range: $39.88 - $43.32 hourly
Hours of Work: 17.5 hours per week
Location: 169 Pine Street
Classification: CUPE Inside Class 7
Status: Permanent part-time

This job posting is for an existing vacancy, and it is also being posted internally.

The District:

Muskoka is a great place to live and play, and the District is a four-season municipality passionate about protecting, servicing and caring for this community. We have opportunities that will allow you to learn, grow and build your career amongst other ambitious leaders and innovators. We offer a competitive compensation package and are committed to promoting diversity, accessibility and inclusion. **It's what we do!**

The Opportunity:

Case Manager is responsible for co-ordination and case management of the department's childcare programs, including childcare fee subsidy and quality assurance. Performs duties and achieves performance targets in line with relevant Acts and accepted best practices, as well as District of Muskoka program policies. Responsible for liaising with families on matters of program eligibility, as well as with licensed childcare providers on matters of childcare quality.

What you will do:

- Develops childcare plans with clients by providing families with comprehensive information on type, quality and cost of care. Completes and assesses applications to determine client eligibility for childcare fee subsidy.
- Analyzes and makes decisions relating to suspension, reduction or cancellation of childcare fee subsidies by monitoring and determining ongoing eligibility in accordance with legislation and policies. Refers unusual cases to management as warranted.
- Maintains accurate and complete records and files. Responsible for validation and interpretation of data in accordance with audit requirements. Ensures that data collection and verification reporting, and privacy and audit requirements are fulfilled, and any statistical reports are completed as required.
- Maintains files related to and renews annual Service Agreements with childcare operators, summer camps and recreation programs, as well as establishes Service Agreements with new operators, etc, as appropriate.
- Manages and administers summer camp funding program by working with families, summer camps and recreational programs, as well as other District of Muskoka staff and departments.
- Conducts regular quality assurance reviews on licensed childcare programs in Muskoka.
- Monitors ongoing childcare program quality through on-site visits, discussions with childcare staff and comparison to established quality standards. Creates fair and accurate reports on the status of quality in Muskoka's licensed childcare system.
- Acts as a resource for and support to all childcare providers, including home-based childcare operators, on matters of program quality and stability.
- Work safely and in compliance with relevant statutes and regulations and within the safe work procedures and directives as established by the District.
- Identifies program strengths and makes recommendations to improve quality across the system and at specific sites.
- Represents the District when childcare fee subsidy or quality-related decisions are appealed.
- Organizes and delivers professional development opportunities for early childhood educators, home-child care operators and other professionals who work with young children.
- Related duties, as assigned.

What you will need:

- Graduation from two-year Early Childhood Education (ECE) program, or equivalent.
- Eligibility to become registered as an Early Childhood Educator (RECE).
- Three years related experience, including in child care environment.
- Demonstrated ability to work effectively with specialized software applications, most notably OCCMS.
- Ability to work both independently and in a team-based setting.
- Proven ability to relate empathetically and effectively with clients.
- Excellent communication, interpersonal, technological, organizational and analytical skills required.
- Valid Ontario driver's license.

What we are offering:

The District is proud to offer the following benefits with this job:

- Health benefits
- Paid vacation
- OMERS pension
- Work-life flexibility
- Perks and discounts
- Wellness programs
- Fostering and fun environment
- Professional development and education opportunities
- Pay range progression based on length of time in the job

The Next Step
If you have the necessary skills, experience and qualifications, and can support our vision and values (RISE: Respect, Innovation, Service and Equity), submit your application using the apply now link below.

APPLY NOW or visit our **careers page** for other opportunities.

The District of Muskoka is an equal opportunity employer and values diversity in our workforce, encouraging applications from all qualified individuals. Our organization is committed to providing persons with disabilities with equal opportunities and standards of goods and services, and we are compliant with the Accessibility for Ontarians with Disabilities Act. If you require disability related accommodation to participate in the recruitment process, please advise the Human Resources department as soon as possible. Accommodation may be provided in all steps of the hiring process. Any questions regarding this posting should be directed to the Human Resources Department.