The District Municipality of Muskoka is currently recruiting for a

Case Manager/Home Visitor, Muskoka Home Child Care Agency

Posting Date: Wednesday, November 18, 2026, 2026
Closing Date: Wednesday, December 2, 2026 @ 12:00 NOON
Starting Rate: $39.88 hourly
Salary Range: $39.88 - $43.32 hourly
Hours of Work: 35 hours per week
Location: 169 Pine Street, Bracebridge
Classification: CUPE Inside Class 7
Status: Permanent full-time

This job posting is for an existing vacancy and it is also being posting 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:

The Case Manager/Home Visitor, Muskoka Home Child Care Agency is responsible for the co-ordination and case management of the Muskoka Home Child Care Agency including: recruiting families in need of child care, recruiting new home child care providers, approving provider homes for home child care, facilitating suitable placements, maintaining accurate records, conducting home visits to ensure quality care, mentoring providers, and facilitating optimal early learning opportunities for children. Performs duties and achieves performance targets in line with relevant Provincial Acts, Regulations, local by-laws, best practices, and District of Muskoka and Agency policies.

What you will do:

- Develop marketing materials and actively promote the Muskoka Home Child Care Agency in order to recruit families and providers.
- Develop child care plans for families by providing comprehensive information on type, quality and cost of care and helping parents find appropriate placements for their children in an approved home.
- Analyze and make decisions relating to the suitability of potential providers, manage the home approval process and complete accurate documentation in accordance with provincial legislation as well as District of Muskoka and Agency policies when entering into provider agreements.
- Conduct regular home visits, monitor the quality of care in approved homes according to established quality standards and determine on-going eligibility as set out in the Child Care and Early Years Act, 2014, as well as the policies and procedures of the Agency. Refer unusual cases to management as warranted.
- Identify program strengths and make recommendations to improve quality across the system and in homes.
- Maintain accurate and complete records and files. Ensure that information collection, verification reporting, privacy and audit requirements are fulfilled and that reports are completed as required.
- Work with finance department to complete accurate financial processes and provider payments.
- Support the providers in the delivery of quality care and provide resources and recommendations around child development, behavior guidance, nutrition, health, safety and other early learning topics including liaising with internal and external services, programs and agencies.
- Work safely and in compliance with relevant statutes and regulations and within the safe work procedures and directives as established by the District.
- Encourage a positive and active partnership between parents and providers.
- Organize and deliver professional development opportunities for providers.
- Related duties, as assigned.

What you will need:

- Graduation from two-year Early Childhood Education (ECE) program, or equivalent.
- RECE or eligibility to become registered as an Early Childhood Educator (RECE).
- Three years' experience working with children in a licensed daycare centre or a licensed home child care environment. Licensed home child care experience an asset.
- Proven ability to relate empathetically and effectively with families, children and other early learning professionals.
- Ability to work both independently and in a team-based setting.
- Ability to organize and prioritize workload with minimal supervision.
- Excellent communication, interpersonal, technological, organizational and analytical skills required.
- Criminal Reference Check with a Vulnerable Sector Screening required.
- Current First Aid/CPR Certificate and a valid Ontario driver's license, in good standing.

What we are offering:
The District is proud to offer the following benefits with this job:

- Health benefits
- Paid vacation
- Paid leaves
- 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.