The District Municipality of Muskoka is currently recruiting for a

Manager, Human Services

Posting Date: Wednesday, September 30, 2026
Closing Date: Thursday, October 15, 2026 @ 12:00 NOON
Starting Rate: $103,635 annually
Salary Range: $103,635 - $121,238 annually
Hours of Work: 37.5 hours per week
Location: 70 Pine Street, Bracebridge, subject to change based on operational requirements.
Classification: Management, Class M3
Status: Permanent Full-Time

This job posting is for an existing vacancy.

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:

Manager, Human Services is responsible for directing staff in the delivery of human services programs, including Ontario Works and Homelessness Prevention Programs, within legislative, policy and budgetary guidelines. This opportunity is currently focused on Homelessness Prevention Programs and will work with various levels of government and other stakeholders to develop an integrated program delivery framework that supports clients and reduces and prevents homelessness in Muskoka. Responsible for meeting program performance outcome targets and for developing improved work processes, both for the homelessness program and across all human services programs.

What you will do:

- Manage and coordinate aspects of human services programs including Ontario Works, community outreach and homelessness prevention financial support programs while supporting broader human services objectives and community outreach.
- Manage employees in a manner consistent with District values, policies and procedures, including selection, work scheduling, training, and performance evaluation.
- Research and remain well-informed on the causes and possible solutions to poverty and homelessness, as well as funding mechanisms, legislation and policies related to human services programs.
- Work with other members of the Community and Planning Services management team to develop a comprehensive approach to improve and expand the array of human services across the broader District.
- Develop, expand, and coordinate effective partnerships with public and private entities, including but not limited to the faith-based community, service clubs, community-based organizations, foundations, Area Municipalities, and other Service Managers providing human services programs.
- Ensure service outputs and program deliverables are met on-time and accurately reported on. Prepare accurate federal, provincial, and municipal related reports on funds utilization and program outcomes.
- Communicate in multiple formats to a variety of audiences on program and policy issues and respond effectively to concerns and inquiries in a variety of settings.
- Develop policies, procedures, and processes to improve human services and program delivery.
- Assist in developing program targets and goals.
- Research, analyze and interpret a wide variety of information and data - maintain accurate program statistics.
- Related duties as assigned.

What you will need:

- Graduation from a 3-year post-secondary program in a related area (such as social sciences, business administration, health services or community planning) or equivalent combination of education and experience
- Four to five years of progressive experience in a related field, including directly related supervisory experience.
- Knowledge of social assistance programs, homelessness prevention programs, and other related human services programs.
- Experience working in multi-stakeholder environments (e.g. delivering community consultation, engagement, and organization), within at least one of the following areas: public, private and/or community organizations.
- Proven ability to accomplish performance objectives in a corporate team environment, exhibiting strong communication (written, oral and interpersonal), analytical, public relations, organizational, project/time management and team building.
- Effective at building and motivating teams, with proven ability to relate effectively with clientele.
- Proven ability to accomplish performance objectives in a corporate environment.
- Self-directed individual with excellent written and verbal communication

- Excellent interpersonal, technological, organizational and analytical skills

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 and satisfactory performance

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.