

The District Municipality of Muskoka is currently recruiting for a Case Manager, Child Care Programs



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. [Watch our video](#) to learn more.

The Opportunity

This role will be responsible for co-ordination and case management of the department's childcare programs, including child care fee subsidy and quality assurance. The Case Manager will perform duties and achieve performance targets in line with relevant Acts and accepted best practices, as well as District of Muskoka program policies. Additionally, this role will be responsible for liaising with families on matters of program eligibility, as well as with licensed child care providers on matters of child care 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.

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 childcare environment.

For a full outline of the responsibilities and requirements, please review the job description by clicking [here](#).

What we are offering

This is a permanent full-time opportunity at the District. The hourly compensation range for this role is \$33.71 - \$37.02. The District is also proud to offer the following to our permanent employees:



The Next Step



If you have the necessary skills, experience and qualifications, and can support our vision and values (RISE: Respect and Integrity, Innovative Leadership, Synergy and Experiences), please review the "How to Apply" instructions on our website and then submit your application: www.muskoka.on.ca/careers

This posting closes on Wednesday July 6, 2022 @ 12:00 p.m.

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.