



Certified Recovery Specialist

Department: Adult Probation

Location: Jim Thorpe, PA

Hours: (M-F) 8:30am – 4:30pm

Job Posting # 79

Salary: \$19.99 per hour

Post Date: November 20, 2025

Application Deadline: Open Until Filled

Department Profile:

Provide community supervision to offenders on bail, **probation**, or **parole** under the jurisdiction of the Courts. The mission of the Department is to partner with the community in providing evidenced-based and appropriate supervision that enhances public safety by holding offenders accountable while providing them with the tools to make positive change and become productive members of society. Probation and Parole is charged by the Court of Common Pleas with the responsibility of providing effective community-based alternatives to incarceration, improving public safety, partnering with community and law enforcement resources and promoting positive behavioral change from offenders.

◆ Typical Duties

The Certified Recovery Specialist (CRS) is a member of a multidisciplinary treatment court team working to address substance use disorders within the drug treatment court program. The CRS provides recovery support services for Treatment Court participants by providing outreach, hope and encouragement to participants with complex addiction, behavioral, and psychosocial needs. Drawing on personal experiences with and knowledge of local recovery resources, the CRS acts as a resource to help participants navigate healthcare and community resources as directed by the participant's own recovery journey. The CRS motivates participants to engage and sustain engagement with the criminal justice, behavioral, and addiction treatment system. The CRS works closely with all treatment court members within their respective roles. The CRS plays a vital role in increasing knowledge within the team and community; participate in departmental meetings; maintain and enter data and statistical information as required; and **maintain offender confidence and protect agency operations by keeping information confidential**.

◆ Minimum Qualifications

Applicant must possess basic knowledge of casework principles and practices; counseling methods and techniques; principles and policies of adult probation/parole systems; individual and group behavior with individuals involved in delinquent behavior. Applicant must complete a criminal background investigation and pre-employment drug screen. Applicant must be a Certified Recovery Specialist with at least one year experience working in behavioral health field. Recovery Specialist must have at least two years sustained, current recovery history.

◆ Additional Qualifications/Preferences

- Applicant must be a Certified Recovery Specialist, plus some clerical and computer training. Experience working in a law office, county government or court system preferred; must possess a valid Pennsylvania Driver's license and proof of insurance.
- Applicant must complete a criminal background investigation and pre-employment drug screen in addition to on-going random drug screens when employed.

How to Apply

Applications to be filed with Karen Sweeney in Court Administration.

Application and job description may be obtained from:

Karen Sweeney, Assistant Court Administrator

Carbon County Courthouse, Court Administration Office, 3rd Floor

4 Broadway, P.O. Box 131, Jim Thorpe, PA 18229

Telephone: (570) 325-8556 Extension 3200, Fax (570) 325-9449

Email: klsweeney@carboncourts.com or the application may be downloaded on line at www.carboncourts.com

Unified Judicial System Hiring Policy

The Unified Judicial System of Pennsylvania recruits, employs, and promotes the most qualified applicants without regard to their political affiliation, race, color, age, national origin, sex, sexual orientation, gender identity or expression, religion, disability, or other non-merit facts or considerations. Reasonable accommodations will be provided to applicants with disabilities as may be necessary to ensure that all applicants are given a fair and equal opportunity to compete for all employment positions. Applicants who need accommodation for an interview should request so in advance. UJS hiring and employment policies and procedures are intended to conform to all applicable state and federal laws governing fair and nondiscriminatory hiring and employment practices and are subject to change as necessary to remain in compliance with such laws.