CAREER DEVELOPMENT COMPETENCIES

1. **Helping Skills** - Be proficient in the basic career facilitating process while including productive interpersonal relationships.

2. **Labor Market Information and Resources** - Understand labor market and occupational information and trends. Be able to use current resources.

3. **Assessment** - Comprehend and use (*under supervision*) both formal and informal career development assessments with emphasis on relating appropriate ones to the population served.

4. **Diverse Populations** - Recognize special needs of various groups and adapt services to meet their needs.

5. **Ethical and Legal Issues** - Follow the NCDA Code of Ethics and know current legislative regulations.

6. **Career Development Models** - Understand career development theories, models, and techniques as they apply to lifelong development, gender, age, and ethnic background.

7. **Employability Skills** - Know job search strategies and placement techniques, especially in working with specific groups.

8. **Training Clients and Peers** - Prepare and develop materials for training programs and presentations.

9. **Program Management/Implementation** - Understand career development programs and their implementation, and work as a liaison in collaborative relationships.

10. **Promotion and Public Relations** - Market and promote career development programs with staff and supervisors.

11. **Technology** - Comprehend and use career development computer applications.

12. **Consultation** - Accept suggestions for performance improvement from consultants or supervisors.