



Background

The Men's Health Peer Education program (MHPE) is an initiative of the Australian Government that aims to encourage members of the veteran community to share the responsibility for managing their own health and wellbeing by making positive lifestyle changes.

When completing this application form, please refer to the following information (below):

- MHPE Volunteer Selection Criteria
- MHPE Volunteer Roles and Responsibilities
- MHPE Volunteer Code of Conduct

Privacy notice

Personal information is protected by law, including the *Privacy Act 1988*. Personal information may be collected by the Department of Veterans' Affairs (DVA) for the delivery of government programs for war veterans, members of the Australian Defence Force, members of the Australian Federal Police and their dependants.

Go to www.dva.gov.au/privacy for more information about how DVA manages personal information.

Information in this form will only be used with respect to the MHPE program and will be subject to the *Privacy Act of 1988*.

MHPE Volunteer Selection Criteria

These criteria serve as a guideline to help you assess your suitability as a Men's Health Peer Education Volunteer.

- Demonstrate effective communication and interpersonal skills, exhibiting empathy and understanding of the unique challenges those with military and peacekeeping service backgrounds face.
- Display reliability, honesty, and conscientiousness, maintaining confidentiality while respecting individuals' boundaries, values, beliefs, and cultural differences. Avoid imposing any personal values/beliefs on others.
- Demonstrate the ability to work autonomously, use your initiative and be self-motivated. Be willing to collaborate effectively as part of a team to achieve program objectives. For instance, contribute to Veterans' Health Week and/or Men's Health Week activities.
- Possess the physical and mental capacity to fulfil MHPE volunteer duties, dedicating time and energy to raising awareness of veterans' physical, mental and social health issues, particularly addressing the needs of those at risk of social isolation.
- Demonstrate the ability to network with community health services, ex-service organisations, veteran groups and veterans with current or prior affiliations with the Australian Defence Force.
- Exhibit the capability to undertake training, both in-person and online.
- Be available to travel for volunteering duties at the request of DVA or for training sessions.
- Possess adequate computer skills to effectively operate online platforms, such as email, word processing and video conferencing.
- Demonstrate self-awareness, the ability to set and maintain boundaries while volunteering, and practice good self-care.
- Commit to adhering to the *MHPE Volunteer Agreement* (form D0646).

MHPE Volunteer Roles and Responsibilities

The MHPE aims to improve the health outcomes of current or former members of the Australian Defence Force (ADF). The program encourages veterans, in particular those living in rural and remote localities or who have recently left the ADF, to actively share the responsibility for managing their own health and wellbeing. The aim of the program is for MHPE Volunteers to work in their local area.

The roles and responsibilities of an MHPE Volunteer include:

- **Educate and encourage**
 - Raise awareness of the health impacts of military service, issues affecting the health and wellbeing of veterans including physical, mental and social health, through their volunteering activities.
 - Distribute suitable health information, referral avenues and credible information sources to increase knowledge about common health conditions.
 - Encourage veterans to be more informed about their own health status
 - Encourage veterans to investigate any health concerns with their general practitioner (GP) or relevant health practitioner – including providing suitable referrals.

MHPE Volunteer Roles and Responsibilities continued...

- Encourage veterans to adopt healthy/healthier behaviours to improve their health, wellbeing and quality of life.
- Contribute articles to the Vet Affairs newspaper, DVA Enews or local publications.
- **Administration**
 - Adhere to the MHPE Code of Conduct (below).
 - Operate within guidelines of the program to provide information, encouragement and referral - and not advice.
 - Maintain and improve your skills and knowledge by attending at least two training events a year. DVA provides an ongoing training program (delivered both in-person and virtually) and volunteers are able to source relevant and suitable training in your local area - please contact DVA to discuss.
 - Undertake DVA's Workplace Health and Safety training module, available as an online, self-paced module through the DVATrain portal, every two years.
 - Complete volunteer activity reports as required by DVA.
 - Undertake self-evaluation by encouraging program users to participate in surveys
 - Have adequate digital literacy skills and knowledge and have access to e-mail to aid correspondence and communication with the MHPE network.
 - Refrain from public statements to the media or via social media without prior written approval from DVA
 - Immediately report to an appropriate health or emergency service, for example, Open Arms Veterans and Families Counselling Service, if a person directly or indirectly indicates any risk of suicide or self-harm.
- **Program support**
 - Assist in recruiting volunteers and promote the program to the veteran and wider community.
 - Provide input on the program and its administration through your volunteer representative or Community Support Adviser.

DVA Roles and Responsibilities

DVA values our volunteers and commits to support you through a variety of training, guidance and recognition initiatives.

DVA will provide:

- an induction training program covering the administration of the program, roles, responsibilities, entitlements and reporting requirements.
- an ongoing training program focusing on both knowledge and skill development.
- individual coaching support to plan volunteer activities, gain feedback and communicate messages from DVA. Frequency of the sessions throughout the year are tailored to the volunteer.
- mentoring and support for all volunteers seeking assistance, advice, resources or guidance.
- access to resources and publications for your learning and dissemination as part of your volunteering efforts.
- practical support and assistance, logistics etc.
- insurance cover for your activities as a volunteer.
- assistance with marketing and promotion of your role in your local area.
- financial reimbursement for travel when requested by DVA to attend an event.
- MHPE volunteer products: shirt, name badge, business cards, hat and jacket (restrictions apply).

MHPE Volunteer Code of Conduct

The *MHPE Volunteer Code of Conduct* is a declaration of the principles of good conduct and acceptable standards of behaviour. MHPE volunteers are expected to uphold these values when representing the program. Volunteers are required to:

- behave in a manner that upholds the values, integrity and reputation of DVA and the MHPE program and perform volunteer duties with care and diligence and promote the interests of MHPE by communicating openly and honestly and treat people with respect, courtesy and without harassment.
- abide by the provisions of the relevant state and Commonwealth Occupational Health and Safety (OH&S), Work Health and Safety (WHS), Freedom of Information (FOI) and Privacy Acts and act in a manner that does not compromise this responsibility.
- comply with any lawful and reasonable direction from DVA employees with authority to give the direction.
- take all reasonable steps to avoid any conflict of interest—real, perceived or apparent—and refrain from making improper use of volunteer status in order to gain, or seek to gain, a benefit or advantage by use of program resources in an improper manner.
- remain objective and acknowledge the value of diversity and consider the rights of all points of view to be heard while respecting people's boundaries and applying limits to your own personal boundaries.
- inform DVA of any issues that would or may impact on your standing or ability to work as a MHPE volunteer.
- have regard to the appropriate dress code and appropriately wear and display MHPE products.

1. Applicant's full name Mr Mrs Miss Ms Other

Post Nominal (i.e. JP, AO, OAM)

Surname

Given name(s)

2. Date of birth (dd/mm/yyyy)

3. Gender

4. Street address Postcode

5. Postal address
(if different to above) Postcode

6. Contact details

Home (include area code for a landline)

Mobile

Email address

Preferred contact method Home phone Mobile Email Any

7. Country of birth

8. Current citizenship Australian Other


9. Proof of Identity

Please provide a certified copy of photographic identification, such as a passport or driver's license.

Original documents should **not** be sent. Individuals authorised to certify copies include a Justice of the Peace, legal practitioner, medical practitioner, and police officer. The complete list of suitable certifiers is available in DVA form D0663.

Ensure that the certifying person:

- uses the wording "Certified true copy"
- signs and dates the copy, and
- prints their name, address, business hours phone number, and profession or qualification.

 You are required to attach one form of photographic ID.

10. Emergency contact person's details

Surname

Given name(s)

Phone (include area code for a landline)

Mobile

11. Do you agree to your personal contact details being disclosed in the event of an emergency? No Yes

12. What is your connection to the veteran community?

- Current or ex-serving member
- Family member of a current or ex-serving member
- Carer of a current or ex-serving member
- Member of the wider ex-service community
- Other – please specify

13. Are you of Aboriginal or Torres Strait Islander Australian descent?

If you are of both Aboriginal and Torres Strait Islander Australian descent, tick both 'Yes' boxes.

This question is voluntary and will not affect your application. If you do answer, the information will help us to continue to improve services to Aboriginal and Torres Strait Islander Australians.

- No
- Yes - Aboriginal Australian
- Yes - Torres Strait Islander Australian

14. Do you have any police convictions or criminal record relevant to the type of work to be undertaken?

- No
- Yes ► Please provide details

15. Do you have any lived experience of overcoming health challenges, either physically or mentally?

- No
- Yes ► Please provide details

16. Do you have specific limitations or challenges that may affect your effectiveness as an MHPE volunteer?

- No
- Yes ► Please provide information so we can support you in undertaking the role

Background, Skills and Experience

17. What is your current employment status?

- Employed full-time
- Employed part-time or casual
- Self employed
- Retired
- Student
- Volunteer worker
- Not currently employed
- Other - please specify

18. What is your understanding of the health challenges encountered by present and former members of the ADF?

19. Describe the contribution you can bring to the MHPE program.

For example, highlight any special interests or hobbies that contribute to your suitability for this role.

Include relevant prior experience, skills, and qualifications including communication, computing, public speaking, management, and training.

20. Briefly outline your volunteer history, detailing any ongoing or previous volunteer work, and specify your role in each

21. Are you associated with an ex-service organisation or veteran support group?

- No
- Yes ► Please provide details

22. Please indicate the means through which you would feel confident in promoting the aims of MHPE

- On an individual basis
- Conducting or assisting with events/activities such as Veterans' Health Week and/or International Men's Health Week
- Operating an information stand
- Through a Welfare/Advocate role
- Delivering presentations to ex-service or community groups, such as Men's sheds
- Online/virtual delivery
- Other - please specify

23. Please share what you expect as a volunteer with this program

24. How many hours can you dedicate to MHPE?

hours per week or hours per month

25. How did you learn about MHPE?

- Word of mouth
- Social media
- DVA
- Friend
- Ex-service group
- Other - please specify

Referees

26. Please name two referees (excluding family members) who have known you in a professional capacity at some time during the past 10 years.

Select one of the referees to complete a *MHPE Volunteer Reference Form (D1355)* and return it with your completed application.

Referee's surname

Given name(s)

Phone (include area code for a landline)

Mobile

Relationship to you

Referee's surname

Given name(s)

Phone (include area code for a landline)

Mobile

Relationship to you

Declaration**27. Declaration**

- I declare that, to the best of my knowledge, all of the information contained in this form is true and correct.
- I understand that it is an offence to make false or misleading statements and to do so will automatically disqualify me and my application or result in the later withdrawal of my Volunteer credentials.
- By signing this application form I understand and agree that this application is subject to screening, the successful completion of an initial training course and agreeing to abide by the *MHPE Volunteer Agreement* (form D0646).

**Applicant's
signature**

Date (dd/mm/yyyy)

Thank you for completing this form.

Please return this form with the completed *MHPE Volunteer Reference Form (D1355)* and your proof of identity document, by email to MensHealth@dva.gov.au