



Guide for Making a Referral to an Elder Mentor

Elders play an important and valued role in supporting children, youth, and families. Meaningful mentoring relationships can create strong connections, cultural grounding, and long-lasting positive impacts. To honour Elders' roles and to support safe, effective, and respectful mentorship, workers must follow the steps outlined below when making a referral to an Elder.

1. Submitting a Referral

All requests for Elder involvement must begin with the completion of an Elder referral form [Referral Form \(MASTER PDF Fillable\) - CURRENT May 5 2026.pdf](#) Once completed, submit the form to **Elder Coordinator**.

- The Elder Coordinator will contact an Elder to inquire about interest and availability.
- If a specific Elder has been identified, Elder Coordinator will approach that Elder first.
- If the identified Elder is unavailable, another Elder will be contacted to meet the request where possible.

Once an Elder has been confirmed, the Elder Coordinator will notify the worker.

2. Initial Contact with the Elder

After the Elder has been identified, it is the **worker's responsibility** to make direct contact with the Elder.

- Contact must be made **by phone or in person whenever possible**.
- **Do not text Elders.**
- During this conversation, clearly review the referral request and ensure the Elder has all necessary information, including:
 - Expected hours and frequency of involvement
 - Timeframe (for example, over the next three months)
 - Purpose and goals of the mentorship
 - Any relevant need-to-know information

If the child or youth resides in a specialized home, a worker from the home should accompany them on outings with the Elder unless the situation has been reviewed with a Team Leader and discussed with the Elder.

3. Introducing the Elder to the Client

The worker must be present for the **first introduction** between the Elder and the child, youth, or parent.

- **Do not send an Elder to meet a client independently.**
- This initial meeting sets the foundation for trust, clarity, and shared understanding of roles and expectations.

4. Ongoing Involvement and Team Participation

When an Elder Mentor is assigned, the Elder becomes part of the care team.

- Elders should be included in **ICM and Paraantii meetings** to share their input and perspective.
- If the Elder is unable to attend meetings, their voice and feedback should be gathered and reflected in planning and reviews.

5. Timeframe and Role Clarity

Like all service providers, Elder mentorship must have a **clearly defined role and timeframe**.

- Defining expectations helps prevent confusion and ensures support is aligned with identified needs.
- There are times when Elder relationships naturally continue beyond the original scope of involvement. This is a beautiful outcome and reflects meaningful connection.
- While services are active, workers are responsible for ensuring Elder involvement is **monitored, supported, and managed** as part overall plan.

If lifelong connections emerge, these relationships continue as a gift beyond formal service involvement.