



**health and
social development**
Department: Health and Social Development
GAUTENG PROVINCE

ONSITE ASSESSMENT: APPLICATION FOR FUNDING

NAME OF ORGANIZATION: SAVF Vanderbijlpark Shelter

BP NUMBER: BP 1000428614

MUNICIPAL DISTRICT: Emfuleni

PROVINCE: Gauteng

ADDRESS: Plot 21, Theoville, Vanderbijlpark 1900

POSTAL ADDRESS: P.O. Box 75 Vereeniging 1939

E-mail address: admin@savfvaal.co.za

CONTACT PERSON: Mrs. Wilna Hansen (Social Worker)

TELEPHONE NUMBER: 016 987 2805 / 0823591925

SUPERVISOR/PROGRAM MANAGER: Mrs. L. Ferreira

TELEPHONE NUMBER: 082 804 5881

FAX NUMBER: 016 987 1888

DATE OF LAST ON-SITE VISIT TO THE ORGANIZATION: 2 October 2012
(On-site visit for Appraisal of Business Plan 2013/2014)

The following people were present during the On-site visit:

Regional Manager/Supervisor – Mrs. Louise Ferreira; Mr. Jabulani Phakoe Social Worker Gauteng DSD Head Office, Johannesburg; Social Worker at the SAVF – Mrs. Wilna Hansen as well as Mrs. M. Huygen Social Worker at DSD Partnership and Finance, Vereeniging.

1. STATUS OF ORGANISATION:

Is the organisation registered as a NPO? Yes No

If yes, provide number: 011-030 –NPO on 14 July 2007.

Is the organisation/facility affiliated to a Welfare or National Body? Yes No

SAVF Vanderbijlpark Shelter is a project of SAVF Vanderbijlpark Social Services. It is affiliated to the 'Suid-Afrikaanse Vrouefederasie, a National Organization.

If any other type of registration is necessary (e. g. Children's Home, Home for the Aged, etc), is the organisation/facility registered?

Currently no legal provision for the registration of Shelters for homeless people exists.

If yes, what is the position with registration?

SAVF Social Services Vanderbijlpark In terms of Section 108 of the Children's Act, 2005, is currently regarded as having been designated to perform designated child protection services.

The above-mentioned organization has to re-apply to be designated as a Child Protection Organization in terms of Section 107 of the Children's Act, 38 of 2005 within a period of five years from the 1st April 2010, thus before 1 April 2015.

As the Social Worker rendering services at the Shelter will also be expected to render services to the children at Shelter, this facility when operating independently from the SAVF Social Services will probably also have to apply to be designated as a Child Protection Organization.

2. STATUS OF THE SERVICE

Is the service operating now: Yes No

The service is operating.

Since when (date)?

The SAVF Vereeniging was established in 1952.

During 1994, SAVF Social Services relocated its office to the premises of the Shelter on the Theoville plots a rural area near Vanderbijlpark. The name was changed to SAVF Social Services Vanderbijlpark and the Shelter was named SAVF Vanderbijlpark Shelter.

How many people are being served?

80

Specify the target group and number of participants.

Children, youth, adults, persons with disabilities and persons with HIV/AIDS.

Name/specify the projects and members

The Shelter – It is not state funded.

All the staff members of the Shelter except for the Social Worker are still employed.

R403, 000 received from the Lotto has been exhausted to pay salaries.

The Household Head of the Shelter has been transferred to the Social Services side of the organization as an Admin Clerk. She still assists with duties at the Shelter and manages the kitchen and the food store.

Ms. Sharon Bosch resides in the Shelter but is employed as a General Assistant at the laundry. She has a new contract until 31 May 2013, although the salary that she currently receives is less than what she received previously.

The caretaker Mr. Crowley a resident of the Shelter is employed on contract until 30 June 2012.

Ms. de la Rose is a resident of the Shelter but employed as an Admin Clerk/ Secretary at the Social Services office. She will be working on contract until the 30th July 2013.

Ms. Yvonne de Villiers is responsible for the Shelter's administration.

The previous Social Worker has not been registered at the SACSSP to practice Social Worker in S.A. He left when his contract expired and another part-time Social Worker – Mrs. Wilna Hansen has been appointed on contract until the end of March 2013. She works 25 hours per week.

The following programs are presented:

Orientation:

It includes the admission process namely discussion of the house rules, completion of indemnity forms, providing of basic necessities (food/clothing), providing a safe environment and medical assistance.

Assistance is rendered to the residents to obtain ID documents and to apply for grants.

Social Work Services:

The current Social Worker is employed since February 2012. Part of her responsibilities is to also manage the Shelter. She does the screening of people before admission; debriefing; the individual assessments of the residents to identify therapy/counselling needs and completes the Measuring Instrument for Services rendered at Shelters.

Case Work with the residents of the Shelter takes place.

Panel discussions are conducted. The following are addressed: adaptation, future planning/referring and the utilization of resources such as the SAPS; Dept of Justice (to obtain an interdict against family violence) and other organizations that render specialised services such as SANCA and Alpha Trauma Centre.

Alcohol and Drug Help Centre presented an Awareness Session at the Shelter on alcohol and drugs.

Conflict in marriage, abuse and skills development is attended to.

The Botswadi Parenting Program is presented to parents.

The Social Auxiliary Worker assists the black children with their school work. (The organization plans to obtain the service of a teacher to assist with this).

An ECD Programme is offered to the pre-school children. It is called 'Blink Ogies Dagsorg'.

Residents are encouraged to register at the Department of Labour.

A Social Work student from the North West University in Potchefstroom did a project at the Shelter where budgeting; the composing of a CV and submission thereof have been attended to. 10 residents were assisted.

Spiritual Care: Although.

Only a small group of residence make use of this service rendered by different churches groups - 154 persons were reached.

Psychological Counselling:

The Social Worker refers residents to psychologists when needed. One of them renders a service to the organization as volunteer. His services are rendered free of charge.

Recreation Program:

The residents are taken on outings such as visiting the Church without Borders in Centurion where a role play was presented.

Reunification program:

Young black pregnant ladies are admitted. After the baby is born, the Social Worker makes efforts to trace the family in order to reunify them.

Mr. Jabulane from DSD's Head Office that also attended the On-site visit referred the organization to the Guidelines on Family Reunification and also the Draft Manual on Services to Families.

Exit Programme:

Aspects that are attended to are: Employment; financial contribution and adjustment in the community.

Holiday projects:

Children are involved in activities especially during the June and December school holidays. The organization also involves their foster children in the holiday programmes.

The Shelter has its own vehicle – bought from Lotto funds.

The organization on an annual basis accepts a 3rd year social work student for practicum. He/ she is supervised by the Regional Manager.

R157, 000 received from the Lotto was utilized for re-fencing the property with pre-cast walls. Two Wendy Houses were bought, one to be used as a tool shed and one will be used by a Security guard to exercise access control.

The dormitory was renovated and new curtains, linen, carpets, underwear and pyjamas were bought for 12 single women accommodated in the dormitory.

Fundraising/Donations:

Funds have been received from the Lotto.

The organization receives food and clothes donations.

Jumble sales takes place where excess clothes received from donations are sold: One month the proceeds go to the Shelter and the next month it goes to the Social Services part of the organization.

The LUSA Community Chest provided funding to renovate the food tunnel and also donated R10, 000 from which garden furniture will be bought.

With a raffle –Mother's Day fundraising event – a profit of R5000 was made. The money will be used to upgrade 8 of the Shelters' rooms.

BKB Auction: The SAVF Shelter has a fund raising project where residents, staff members and volunteers sell refreshments at a cattle auction in Vereeniging.

Beeld Children's Fund: SAVF sell tickets and then receives a portion of the proceeds.

The 'rondawel' at the Shelter will be renovated to be used as an Activity room. They are making table cloths etc. and sell it, as well as sweets and dry fruit. SAVF contributed R5, 000 to the starting of the project.

Donors donate R6, 000 per month for food, toiletries and cleaning material for the Shelter.

Furniture and curtains are also donated.

During Easter the Shelter received a donation of Easter eggs.

A previous resident that went overseas donates monthly R2, 000 to the Shelter's butchery account.

The organization plans a morning tea (awareness/ information sharing day) for 2013.

They also plan to establish a Tuck Shop at the Shelter.

The organization requested R230, 000 from the Lotto (NLDTF) for running costs and to purchase a photocopier, but has not received any funding yet.

Day Care-'Blinkogies':

It has a parent committee - they need guidance regarding their responsibilities.

Ms. Melta Moloi (Teacher) has been permanently employed by the Shelter.

The contract of Ms. Thelma Mbekwa (Assistant) at the Day Care Centre ('Blinkogies') has been extended until December 2012.

Parents of the children that can afford it, pay R100 per child per month. The parents of 5 of the children can't afford to pay the fees.

Some of the children are frequently rotating.

Last Saturday 'Blinkogies' had a fundraising event and also celebrated Heritage Day.

SAVF is working towards its registration as an ECD.

If a crèche, community centre, protective workshop, home for the aged or persons with disabilities - approximately how many people would qualify for services according to your means tests?

N/A

4. How accessible is the service/project to the community?

The organization is situated on a plot in a rural area of Vanderbijlpark. It is accessible to the people living around the Shelter. It is not situated within walking distance from Vanderbijlpark town.

5. Describe community participation in the service/project.

Volunteers serve on the organization's Service Management.

The newly elected Service Management members will be trained on their roles and responsibilities. This will be done by the Supervisor/Regional Manager.

The organization has donors in the community.

A Psychologist renders services to the organization free of charge.

The 'Blinkogies' Day Care Centre has a Parent Committee that represents the parents of the children attending the Day Care Centre.

High school learners treated the resident with lunch and donated food and paint. They also assisted to paint some of the rooms and planted plants and trees on the premises.

Residents partake by way of Meetings where complaints are discussed. Panel discussions took place and a complaints/compliments box was introduced.

6. FINANCE AND CAPACITY OF MANAGEMENT

What are their major sources of income and how much?

- State funding
- Lotto funding
- Donors in the community

What strategies do they have to diversify their funding base in order to sustain the programme?

The organization plans to have a Morning Tea where information will be shared regarding the stimulation of children.

Is there proper financial control (eg Books, Financial Statements, etc)?

The organization is in possession of a Financial Policy. It works according to a Budget. The Admin/Finance Clerk is doing the books and the Service Management approves expenditures whilst the SAVF Head Office monitors the organization's finances. Financial Statements are audited.

What is the present financial position?

The organization is surviving but is depended on state funding. Currently the organization places focus on fundraising initiatives to obtain extra funds.

What is the likelihood that the service will sustain if the Government withdraws the funding?

The organization will not be able to render statutory services.

Does the management have the capacity to handle the running of the project which includes the finances?

The Service Management of the organization is transformed. They are capable to deal with the organization's finances and to manage the organization.

Is the facility/organisation equipped with basic furniture and other equipment?

Yes, but the organization needs two computers.

What are the basic requirements? *N/A*

7. If the Department has attached any conditions to the funding, does the organisation/facility accept them in full? (Please specify the condition).

The Shelter is not yet funded by the DSD.

8. ANY OTHER COMMENTS/INFORMATION:

Posts:

The organization has a part time Social Work post. It is currently filled.

AGM (new Management); last Narrative Report and copy of the Minutes of the AGM:

The Minutes of the last AGM and the last Narrative Report to the NPO office will be submitted with the Business Plan.

Security:

The fire extinguishers have been inspected by Fire Brigade.

The organization has an Evacuation Plan.

Local Government visited the SAVF Shelter. SAVF was instructed to have the drain cleaned. Mealy meal was found on the floor, which is not allowed and had to be corrected.

The Shelter will need a new Health Certificate – to be submitted with the new Business Plan.

According to SAVF Shelter, Emfuleni Local Government informed them that 55 persons can be accommodated at the Shelter ***.A copy of this letter should be submitted to the DSD.***

Policies:

The organization has the following policies in place:

1. Labour Relations
2. SAVF Policy and Guidelines
3. Social Work Services Manual – Under Review
4. Volunteers
5. Organizational guidelines e.g. telephone etiquette.
6. Internet Policy – in Draft format.

7. Foster Care
8. Leave Policy
9. Financial Policy and Guidelines
10. New Job descriptions – in Draft format.
11. Vehicle Procedure Manual – Revised in 2005.
12. Health and Safety
13. Ipsos Life Skills Program
14. Standards for Day Care
15. Guideline on Substance Abuse
16. Manual for Shelters
17. Guidelines for Volunteers.

Marketing strategy:

The organization has pamphlets on: 'HIV and AIDS wellness and support programme for SAVF'; the 'Vision for SAVF Shelter' and a booklet – 'My child and I... for parents who care'. It is widely distributed in their waiting room.

Cars are marked with the name of the SAVF.

Case load:

Shelter: Currently they have 39 residents.

Networking:

The organization networks with schools, other organizations e.g. Alpha Trauma Centre, Alcohol and Drug Help Centre, psychologists and newspapers.

Training:

The organization received Lotto funds for training.

DVD's were bought to be used during Group Supervision: Leadership and Motivation are aspects that are addressed during these sessions.

SAVF Vanderbijlpark (Social Services and Shelter) and SAVF Heidelberg's staff members attend the Group Supervision sessions.

The organization attended two training sessions on Adoptions. CPD points were allocated.

- January 2012: Training on the Adoption Manual
- Ms. Marietjie Yssel presented training on: Counselling of children on Adoption through Play therapy.

Social Workers attended training on the Children's Act, 2005 presented by Mrs. Chrystal Theron. Social Auxiliary Workers were also trained on the Children's Act, 2005.

Drug and Substance Abuse: Three days training were attended. Staff members received CPD points.

Training on the SAVF's Code of Conduct was conducted.

The University of Pretoria did Group Work with the Social Workers and Social Auxiliary Workers on Group Work Skills.

Staff members still need training on the compilation of IDP's and Care Plans.

SAVF plans to start a project in the form of providing a card to beggars rather than to giving cash. The card can be exchanged for certain food/cleaning items.

Registration with the SACSSP/Clearance:

- Mrs. Wilna Massyn(Social Worker) has been cleared.
- Ms. Ferreira, the Supervisor is registered until 31 March 2013. She is not yet cleared. Feedback is awaited from the National DSD.
- Ms. Maggie Moselane (SAW) is registered with the SACSSP until 31 March 2013. She has been cleared.
- Ms. Magauta Maleke (SAW) has been cleared, but her Proof of registration with the SACSSP is outstanding.

The following staff members at the Shelter were also cleared in terms of the Child Protection Register:

- Ms. Thelma Mbekwa
- Ms. Melta Moloji
- Ms. Yvonne de Villiers
- Mr. William Cowley
- Ms. Sharon Bosch

Case Work services:

The following files were audited:

- Ms. Massyn du Preez: Reference: 1/2742/2012
A report from a Psychologist is on the file.
The case has been registered with the Child Protection Register. Process notes on the file.
The family left the SAVF8/7/2012.
- Smit: Reference 1/2635/2012
Process notes were found on the file.
- Van Jaarsveld: Reference 1/2777/2012
A new resident –An indemnity form has been completed but the last process note on file is dated 5/8/2012.

Registers:

- Attendance Registers
- The organization's SAVF has to do Monthly planning
- Asset Register: Needs to be updated.

9. RECOMMENDATION

It is recommended that SAVF Vanderbijlpark Shelter be funded in the 2013/2014 financial year.

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S.M. Huygen (Mrs.)
Social Worker (Grade 4)

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B. Mabunda (Mrs.)
Social Work Supervisor (Grade 2)

Date: 2 October 2012