



**GAUTENG PROVINCE**  
SOCIAL DEVELOPMENT  
REPUBLIC OF SOUTH AFRICA

## SERVICE PLAN: PROGRESS REPORT ASSESSMENT FORMAT

**ORGANISATION/FACILITY:** SAVF Vanderbijlpark Shelter (BP 1000406969) Transaction:  
328426

**PERIOD OF PROGRESS REPORT:** 1 April 2013 – 30 September 2013

**Name of Social Worker:** Mrs. S.M. Huygen

**Signature:**

**Contact Number:** 016 430 2550

**Date of Assessment:** 15 January 2014

**Supervisor:** Mrs. V. Bololo

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Date Submitted to H/O:

N/A  
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Onsite Report Attached:

Yes  No

## 1. PROGRESS ON OBJECTIVES

SAVF Vanderbijlpark Shelter has been registered as a nonprofit organization in terms of the Nonprofit Organizations Act, 1997 (Act 71 of 1997) on 24 July 2007 under number 011-030 NPO. This Shelter for destitute and homeless people is situated on an agricultural smallholding in the rural area on the outskirts of Vanderbijlpark.

Through the years the SAVF Vanderbijlpark Shelter provided shelter, food, clothes, transport to services such as hospitals, the police and courts; therapeutic and life skills programs to many homeless people, traumatized families and single mothers - without any state funding.

The SAVF Vanderbijlpark Shelter is funded by the DSD since 1<sup>st</sup> April 2013 for 24 residents. Funding for a Social Work post has not been approved.

SAVF Vanderbijlpark Shelter provides shelter, food and clothes to homeless people, regardless of race, creed, gender or religious affiliation. Its main focus is the protection of children and preservation of families by providing in their most basic needs.

The primary reasons for people entering the Shelter are: Poverty, homelessness; unemployment; alcohol abuse, abuse and family violence. They need crisis accommodation, nutrition and services to assist them to alleviate poverty. Residents are provided with 24 hour shelter (a safe environment) as well as food (3x meals per day) and clothes.

Currently the Social Work post is filled part-time (15 hours/ 3 mornings per week). The post is not funded by the DSD. The Social Worker acts as Shelter Manager, does intakes, assesses potential residents; render information/awareness, preventative and early-intervention services, renders therapeutic services and runs programs. She is also responsible for networking with external resources such as the Legal Aid Board, SASSA and the Court.

Since the Shelter is state funded, an average of **26 persons was accommodated per month** (the highest figure being **31 people**). According to the progress report, 70 people (children, youth, women and older persons) benefitted from the program.

SAVF Regional Manager alleged that a certificate was issued in 2010 to accommodate **55** people. *This* certificate has not been submitted to this office. Currently it is reported to be lost. The Shelter will not be able to accommodate 55 people. With adjustments it may be able to accommodate between 32 and 39 people at a given time.

## **Did they meet the set objectives?**

**Objective 1:** To manage the Shelter targeting 55 persons who experienced trauma through: homelessness, domestic violence, lack of financial and family support and social work related challenges.

### Capacitating-human resources:

Due to the fact that Lotto funding was no longer received, the Shelter was not able to extend the contracts of its staff members. One of the Shelter's residents was empowered to keep the children attending the 'Blink Ogies' unregistered ECD facility busy; the Secretary at SAVF Social Services was transferred to the Shelter as driver to relieve the administration; an administrative person was appointed to draft the budget and to monitor expenditures, whilst a part time Social Worker (3/8) was also appointed. Staff members received training and were supervised.

### Intakes and admission of traumatized clients:

New intakes for 39 individuals were done. The Social Worker has only employed for 3 hours per day. The post is not subsidized. Social Work students were utilized to assist with Social Work services.

### Providing meals:

Residents received three meals a day.

One of the residents has been empowered to assist with stock control and to receive donations.

### Laundry services:

One of the residents is utilized to manage the laundry and to ensure proper care of the washing/clothes.

### Activity program:

The residents were involved in arts and craft: they were making key holders; recycle brooms, making notes and photo pegs, sweets and cards and doing needlework. Since the staff members had to leave the Shelter's employment, this skills development program came to a standstill.

### Day Care and after care:

Only 6 children benefitted from day care. In the transformation plan it was mentioned that after care was not attended to, but according to the discussion of the Objectives it seems that the children were assisted with their school work.

### Maintenance of buildings and grounds:

Garden furniture donated by the Community Chest was placed on the premises for use by the residents.

### Administration/finances:

No progress has been reported.

### Managing of case load through information sessions:

Information sessions were presented on a monthly basis. The following were addressed: Mental challenges; parenting; uncontrollability of children; domestic violence; set appointments; written referrals and administrative duties. Social Work students presented life skills – detail and target reached are unknown.

### Family enrichment programmes:

No progress has been reported.

### Advanced Botswadi Parenting program (for clients that have completed the first course):

This activity has not been attended to.

**Objective 2:** To manage an activity program and empower 55 residents and 40 persons in the immediate community with skills and services.

Basic household activities:

No details have been provided other than it was successfully managed. Residents received clothes and their hair has been cut by volunteers.

Bible study and prayer:

No details have been provided other than it was successfully attended to.

Life skills program: Outings and utilizing of resources:

No details have been provided.

Student practicum:

4th Year Social Work students assisted with the rendering of services to the residents.

Income generating programs:

No details have been provided.

**Objective 3:** To provide social work services.

Social Work services and the involvement of volunteers:

31 Residents benefitted from services. 4 Meetings with them were held and life skills training and group work sessions took place. A number of 33 residents rotated through the Shelter. 10 Clients were referred to Clinical Psychologists and 9 received parental guidance.

Holiday programs:

No details have been provided.

Balanced activity program:

No details have been provided.

Monitoring Tool, Exit strategy and Disciplinary code for residents:

The Shelters Steering Committee is busy attending to these aspects.

**Objective 4:** To recruit, empower and deploy volunteers to assist with service delivery.

Tasks and area of service delivery:

No details have been provided.

Recruiting:

No details have been provided.

Orientation:

No details have been provided.

Networking:

No details have been provided.

Meetings:

Regional Meetings were attended and the AGM was conducted on the 2 October 2013.

Working committees:

No details have been provided.

Marketing and fundraising:

No details have been provided.

**Mention the constraints, if any was experienced.**

- Lack of funding to retain all the staff members appointed when Lotto funding was received.
- 3/8 Social Work post is insufficient to attend to all Social Work responsibilities.

- Social Worker also being responsible for Management tasks at the Shelter.

## 2. FINANCES

### Do they have efficient measures for financial control?

Yes. The Shelter has an administrative officer in its employ. She is doing the books. Monthly reports have to be submitted to the Service Management. The Shelter and SAVF Social Services have the same service management. A budget is drafted (based on the income), proper stock control exercised and expenditure closely monitored.

SAVF Vanderbijlpark although they also received donations from other sources, is reported to have a huge overdraft.

## 3. PROGRESS ON THE TRANSFORMATION OF SERVICES

### Mention the transformation or problems experienced.

#### *Equitable distribution of services:*

Homeless people of all race groups are accommodated at the Shelter. Holiday programs are presented in conjunction with SAVF Social Services clients. Unfortunately no information regarding the number of beneficiaries is provided. SAVF Shelter and SAVF Social Services support each other and also share donations.

#### *Structures that reflect the demographic profile of the region and the province that it serves:*

The transformation issue has not been achieved.

SAVF Vanderbijlpark Shelter's Service Management consists of only **five** members. Although this is in line with the organization's Constitution, the NPO requirements determine the number of members to be between 7 and 9. The three additional persons indicated in the Business Plan as serving on the Service Management – are all paid employees in the different SAVF projects. The Service Management is gender but not race inclusive. It consist of 1 Male and 4 Females; all Whites. The Service Management is not representative of the organization's beneficiaries. ***It will have to transform by co-opting volunteers from other race-groups.***

The organization should also not allow residents of the Shelter to serve on the Service Management. Beneficiaries cannot employ a Social Worker to render therapeutic and other services to them. It will be unethical.

Residents can nominate a representative to serve as an additional member without voting rights.

#### *Ensuring a transfer of skills from an established organization to an emerging organization:*

SAVF Shelter Vanderbijlpark had two female (African and Coloured) 4<sup>th</sup> year Social Work students that did their internship student practicum at the Shelter as well as a part-time 4<sup>th</sup> year student that did group work.

*Day Care:* Only 6 children benefitted.

*After Care:* Due to a shortage of professional staff this service did not receive attention.

*Accessibility of services:* Facts on this issue were not provided. Clients are however transported to be able to access other resources such as the Department of Justice, Home Affairs, SASSA, SAPS and Health services.

**4. SUBMISSION OF SUBSIDY CLAIM FORMS**

Yes  No

**5. AUDITED FINANCIAL STATEMENT**

Yes  No   Only Point 6.2 on income and expenditure in the Six Monthly Progress report has been completed.

**6. GENERAL DISCUSSION / REMARKS**

**Challenges:**

- Financial constrains. Lotto funding has not been received.
- Fundraising.
- Funds to appoint a Centre Manager
- Clients withholding information on the income that they receive. (They are expected to contribute 70% of their salary/grant/pension to the Shelter).
- Transport expenditures
- Volunteerism
- 3/8 Social Work post being insufficient to render effective services.

SAVF Shelter needs to be trained on the completion of the Six Monthly report. It is expected from the Shelter to ONLY report on its own Objectives, goals, activities, achievements and challenges. It should not be combined with the other services that SAVF renders in the Region. Although the Objectives of the Program were indicated, no detail regarding real achievements were reflected. Instead of proper sentences, word or phrases are used of which the reader is left to make its own interpretation – full sentences were not used.

Information regarding the different perspectives was mixed.

**7. RECOMMENDATION**

***It is recommended that funding to the organization be continued.***

The contents of this Six Monthly report have to be attended to very soon. Guidance will have to be provided.

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(Mrs) S.M. Huygen  
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NGO Partnership

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NGO Partnership