

Ms. Donna M. Maye, LMHC

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EDUCATION

Master of Arts in Psychotherapy

Christian Theological Seminary, Indianapolis, Indiana

May - 2011

Bachelor of Arts in Business Administration

Marian University, Indianapolis Indiana

May - 2003

PROFESSIONAL EXPERIENCE

September 2019-Current **Owner**, Reality Counseling, LLC

- Provide therapeutic services to individuals, families, and groups, addressing a range of mental health concerns, including anxiety, depression, and relationship issues.
- Maintain accurate and detailed psychotherapy and progress notes
- Refer patients to psychiatrists when necessary
- Follow all relevant guidelines, regulations, standards, and policies.

September 2012–Present **Contract Therapist**, Hope Haven Psychological Resources, LLC

- Conduct intake evaluations to determine the present state of functioning and create individualized treatment plans to address areas of concern
- Assist both individuals and families by developing therapeutic interventions that will decrease inappropriate behaviors and promote the use of appropriate methods of coping
- Maintain client progress notes for review and continuity of care with HSPP

December 2018–January 2024 **Mental Health Access Counselor**, Ascension Stress Center

- Conduct intake assessments to assess current level of functioning and develop treatment plan and address areas of concern with psychiatrist

April 2015–August 2016 **Supervised Visitation Coach**, Volunteers of America

- Supervise and coach family visitation referred from the Department of Child Services.
- Maintain communication with Department of Child Services Case Managers regarding client/family progress and needs.
- Maintain client progress notes for review and continuity of care.
- Consult with supervisor regarding cases and or available resources.
- Construct written reports based on family behaviors and observations.

August 2011–March 2013 **Crisis Call Manager**, The Julian Center

- Conducted intake interviews, including risk assessment for new residents.
- Facilitated a psycho-educational group with emphasis on addictions, abuse, trauma, and the benefits of mental health treatment.
- Assisted in the de-escalation of conflicts.
- Assisted with administrative/clerical tasks.

January 2007–May 2008 **Child Abuse Hotline Intake Specialist**, CHOICES

- Logged information provided by caller alleging child abuse and neglect.
- Assessed whether the information provided met statutory criteria for DCS to conduct an assessment.
- Expedited the process for DCS by preparing comprehensive reports and disseminating those reports for review.

SKILLS

- Cognitive behavioral therapy
- Psychotherapy
- Crisis intervention
- Treatment planning
- Case management
- Psychological assessment tools
- Mindfulness techniques
- Mental health software (e.g., Therapy Notes, Simple Practice)
- Group therapy facilitation

VOLUNTEERISM

January 2002–June 2008 **Center of Hope Advocate**, (Wishard Health Services)

- Served for 6 years as an advocate for domestic violence and sexual assault victims.
- Provided emotional support subsequent to assaults.

February 2001–June 2004 **Guardian Ad Litem**, (CASA)

- Interviewed parents, family members, friends in direct contact with the child/children.
- Interacted with child/children during one-on-one and intake sessions.
- Prepared formal reports for court hearings.
- Observed and supervised parents during visitations/parenting time.

TRAINING EXPERIENCE

2013	Reactive Attachment Disorder Training Children's Bureau Gene Glick Family Support Center)	Indianapolis, IN
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CERTIFICATES

2014	Assessing Families' Needs and Strengths Introduction to FANS – Trauma
2014	Overview and Use of the CANS-Trauma: A Functional Assessment Strategy for use across Service Settings
2014	Empowering Families and Professionals in Cases of Child Physical Abuse: Introduction to the Speaker Series
2014	Assessment of Child Physical Abuse 2: Clinical and Forensic Perspective
2015	Culture and Trauma, Part I & II
2015	Pathways to Cultural Competence: Adaptation guidelines for Serving Latino Children and Families Affected by Trauma"