



**Ms. Donna M. Maye, LMHC**

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<http://www.hopehavenpsych.org/>

**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.

