

RESUME

Mrs. Jaye K. Bilyeu, M.S., LPC-MHSP #1682
Approved LPC-MHSP Supervisor in TN
LMHC #MH25086 in Florida

EDUCATION:

1997 B.A., Psychology, University of Kentucky, Lexington, Kentucky

2000 M.S., Clinical Psychology, Murray State University, Murray,
Kentucky

2001-2002 Post-Master's classes in Counseling, Austin Peay State University,
Clarksville, Tennessee

LICENSURE:

Nov 2004-present Tennessee, Professional Counselor-Mental Health Service
Provider, License #1682, Approved Supervisor since 2014

Feb 2025-present Florida, Licensed Mental Health Counselor, License #MH25086

EMPLOYMENT:

May 2025-June 2026 Team Lead/Clinical Supervisor of Robertson and Cheatham
County School Counselors, Centerstone School-Based Program
Duties included: hiring of new employees, onboarding,
administrative tasks, individual and group clinical supervision,
team meetings, school site visits, chart and treatment plan audits

Jan 2024-April 2025 Clinical Director, Guiding Star Mental Health, state-wide, main
office Nashville, TN

Duties included: hiring and training of all 25 counselors state-wide,
providing supervision services to all hires seeking LPC-MHSP
licensure, responsible for training and compliance for all staff on
EHR system Intake Q, monthly or as needed travel to attend all
clinical onboardings and introductions of staff to facility, main
contact for hires' Intake Q, facility, patients' insurance, POA
issues, weekly meetings with COO, Executive Team, supervisees,
Billing/Credentialing dept, and Facility Director and all hires as
needed.

Mar 2021-Dec 2024 Private Practice Counselor and Clinical Team Lead/Supervisor
Child and Family Counseling Center, Brentwood, TN

Duties included: weekly individual, couples, and family counseling as well as weekly clinical supervision and notes for persons seeking LPC-MHSP licensure, on call for emergencies when Clinic Owner/Director was not in office or on vacation

Aug 2009-Jan 2021 Professional Staff with Privileges, Supervisor, Team Leader, Child and Adolescent Psychiatry, School-Based Program, Vanderbilt University Medical Center, Nashville, Tennessee

Duties included: weekly individual, group, and family counseling, clinical and programmatic supervision of persons seeking LPC-MHSP licensure as well as conducting annual performance evaluations, team leader responsible for six team members' new hire training, clinical care, productivity, programmatic performance, and annual performance evaluations, co-interview potential new hires with clinical director

June 2007-August 2009 Independent Private Practice, Supervisor

Duties included: individual counseling with adults and children, marital and couples counseling, family counseling as well as supervision of persons with Temp LPC Licensure seeking full licensure

November 2006-October 2007 Mental Health Specialist, Renewal House, Nashville Tennessee

Duties included: conducting individual and group therapy for dual-diagnosed women with addiction, chronic pain, as well as mental health illness, administering BDI assessments and suicide assessments/intervention as needed

May 2005-November 2006 Mental Health Specialist, Bradford Health Services, Nashville, Tennessee

Duties included: conducting individual and group therapy for dual-diagnosed adolescents and adults with addiction, treatment plans, discharge plans, suicide/crisis assessment/intervention as needed

January 2003-Primary Therapist, Supervisor, Comprehensive Community Care, Nashville, Tennessee

August 2004 Duties included: supervising all case managers in the field, conducting Addiction Severity Index assessments for each dual-diagnosed client initially and at six month intervals, individual

therapy sessions for all clients to address addiction, chronic pain, and mental illness, crisis/suicide assessments and intervention, Men's and Women's group sessions biweekly

March 2003-
January 2004

Mental Health Specialist, Elam Mental Health Center Women's Inpatient Dual-Diagnosis Program, Nashville, Tennessee

Duties included: conducting Addiction Severity Index assessments for each client initially and at six month intervals, individual therapy sessions biweekly to address addiction, chronic pain, and mental health issues, group sessions biweekly, formulating treatment plans and discharge summaries

December 2001-
March 2003

Mental Health Specialist, Supervisor, Renewal House Nashville, Tennessee

Duties included: conducting individual, family, and group therapy regarding a variety of issues including addiction, chronic pain, sexual abuse, physical abuse, and crisis management, clinical supervisor for case managers and other staff

June 2000-
December 2001

Psychological Examiner, TRIAD, Child Development Center, Vanderbilt University Medical Center, Nashville, Tennessee

Duties included: conducting psycho-educational assessments for research and clinical purposes, conducting adolescent social skills groups and individual/family therapy