



**Professional Business  
Solutions**  
*Of Western Colorado, Inc.*

*Staffing*

2938 North Avenue, Suite C  
Grand Junction, Co 81504 970-242-3881 phone 970-242-3796 fax

Dental Offices,

We have a team of Dental Assistants with 1 to 8 years of experience along with Hygienists who have up to 25 years of experience. Some are looking for full-time positions while others are interested in part-time roles to provide support in dental offices when required. Our aim with this inventive idea for the Dental Community in Grand Junction is to help dental offices tackle issues associated with finding replacements and addressing current gaps. Having a discussion on how we can assist you in maintaining the smooth operation of your office is **free of charge**.

**We offer:**

**Temp to Hire:** When we find an employee for you that you would like to try out, they will work for you through us for 4 months. Then, if you choose to hire them in-house, they are yours at that time. If they are not a fit, we can start all over with a new person.

**Part-time:** You are free to use our services for when you need a Hygienist or Assistant due to someone being on vacation, sick for a day, or maternity leave.

*These Employees are under our umbrella during the time that they work for us. We are square every pay period. There are no additional fees other than what is invoiced to you for the hours that an employee works at your office.*

*You can interview prior to hiring someone, and then once you are comfortable with us and have a feel for who is working with us, we can send someone out to you as you need them.*

**Payroll Services:** We have clients that use us for their business payroll and human resource needs. We pay their in-house employees, prepare quarterlies, pay taxes, help with hiring and firing.

If any of this interests you, please call me at 970-242-3881.

Mary Simon

Professional Business Solutions of Western Colorado

Mary Simon – Owner/President  
[mary@pbswc.com](mailto:mary@pbswc.com)

Debbie Farmer – Payroll Coordinator  
[pbs@pbswc.com](mailto:pbs@pbswc.com)

Kendra Stocks – Staffing Coordinator  
[staffing@pbswc.com](mailto:staffing@pbswc.com)

## Qualifications of Our Assistants

- ✚ *“Set up and clean rooms, sterilize instruments, make sure lab cases get out on time, take impressions of teeth, do laundry, put instruments away, take x-rays” - 2 years of experience*
- ✚ *“Superior working knowledge of dental procedures and terminology. • Ability to build rapport with patients • Good manual dexterity. • Computer proficiency and the ability to learn new programs and new procedures involving chair side assistance. • Would check in and out my own patients including scheduling and treatment plan needs. • Assisting the dentist for any procedure needed. • Taking panoramic x-rays.” - 8 years of experience*
- ✚ *“Maintain clean, sterile and positive environments optimizing patient comfort and safety. • Prepare treatment rooms for dental procedures. • Assist the dentist during examinations. • Taking 3D images. • Maintain infection control protocols. • Assist with medical documentation and record keeping.” - 5 years of experience*
- ✚ *“Record patient details. • Ensure dental instruments are properly sanitized and labeled correctly. Identify if the patient is nervous and if they are in any pain. • Describing treatment plans as well as post op instructions. • Answering any questions or concerns patients might have.” - 5 years of experience*
- ✚ *“Skills: • Laboratory Experience • Library Service • Microbiology • Dental assisting (1 year) • Postoperative Care Instructions (1 year) • Disinfection and Sterilization (2 years) • Time Management (2 years) • Infection Control Training  
Languages: • Spanish – Fluent • English – Fluent” - 1 year of experience*

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## Qualifications of Our Hygienists

- ✚ *“Competent with Dentrix, Patient vital signs, Listen, empathize and understand patients, patients’ family members and coworkers, experienced in other dental support areas, reception, scheduling and office procedures, explain treatment in a way the patient understands, OSHA trained, able to develop great patient rapport Dental Hygiene License, Healthcare Provider BLS, CPR/AED for Adult, Child and Infant, American Heart Association, Nitrous Oxide Certification (Colorado Only), Local Anesthetic Certification, Dental Radiology, Level I Laser Certification Course – Soft Tissue Surgical & Periodontal.” – 16 years of experience*
- ✚ *“Periodontal Evaluation and Management, Laser Certified, Preventive Oral Health Education, Anesthetic Administration, Atridox Placement, Dental Software Proficiency (Dentrix and Eaglesoft), Oral Cancer Screening, Digital Radiographs, and Patient Relationship Building.” – 25 years of experience*
- ✚ *“Emphasis on periodontal disease, performed caries risk assessment, oral hygiene instruction, complete prophies, review radiographs with parents, topical fluoride application, SDF application, scaling and root planning, and helped trained new hire assistants with radiographs, dentition and basic dental terminology.” – 7 years of experience*

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## Testimonials

“I could not thank Professional Business Solutions enough for finding the right fit for me. They are very personable and make sure to take the time to find out what works best for you. I would highly recommend them.” – *Dental office receptionist*

“Mary was extremely resourceful in helping us fill a temporary front desk position. It was uncanny how she found just the right person to cover our employee's maternity leave. I would highly recommend her professional services to anyone looking to fill any employee position in their company. Thank you, Mary.” – *Dr. C.L.*

"I had the pleasure of working with Professional Business Solutions of Western Colorado, and my experience has been nothing short of exceptional. Their team is knowledgeable, responsive, and genuinely dedicated to helping businesses thrive. They provided tailored solutions that perfectly met our needs, streamlining our process and enhancing our productivity. I highly recommend them to anyone looking for reliable business support!"- *K.C.*

"I was in a very unique situation. I had moved back to the Grand Junction area and was transitioning to another career. I had four months before my new career job began and I needed to find a four-month job. I didn't want to begin a job just to leave it so soon. I was struggling to find the right fit until Professional Business Solutions. They somehow found the perfect fit: a job in an industry that I knew well, covering for a four-month maternity leave. I still can't believe how well it worked out! I'm so grateful PBS was there to help me navigate my very specific need." – *Dental office receptionist*

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